It is up to you in the first instance to arrange your travel to your contact courses.

**You must provide GST (original) receipts.**

**You must provide verified bank account details.**

Te Rau Puawai can reimburse costs for travel & accommodation.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address :** |  |
| **Email:** |  |
| **Contact Course:** | Paper Name **and** Number:  Location of Contact Course:  Date/s of Contact Course: |
| **Total Cost Incurred:** | Travel: $  Accommodation: $  **Total: $** |
| **Paperwork:**  ***All paperwork must be attached in order for your reimbursement to be processed.*** | 1. **Word document** (this sheet) Contact course reimbursement (via [email](mailto:teraupuawai@massey.ac.nz) or freepost). 2. **Online flight, bus or train tickets** (can be sent via [email](mailto:teraupuawai@massey.ac.nz) or freepost address). 3. **Accommodation receipts** (can be sent via [email](mailto:teraupuawai@massey.ac.nz) or freepost address). 4. **Petrol receipts** (need to be sent via freepost address). Original receipts required. 5. **Bank account details:**  Verified copy from your bank (includes account name & number) or a print off via online banking (includes name, address & account number). |
| **Comments:**  ***Any notes/comments you may want to make.*** |  |
| **Please send in all the required paperwork in order for your reimbursement to be processed. You must allow 21 working days for reimbursement to be processed.** | |
| **Freepost Address:** Te Rau Puawai Office, Freepost 114094, Geography Building Level 1, PN 356, Private Bag 11 222, Massey University, Palmerston North.  **Email Address:** [teraupuawai@massey.ac.nz](mailto:teraupuawai@massey.ac.nz) | |