



## Upper Hutt Multicultural Council Inc

Please return completed form to:

Treasurer UHMCC email: [treasurer@uhm.gov.nz](mailto:treasurer@uhm.gov.nz)

### REQUEST FOR REIMBURSEMENT/ EXPENSE CLAIM FORM

*Request will not be reimbursed unless all tax invoices and receipts are attached as evidence of your claim*

Name of Claimant: \_\_\_\_\_ Home Ph: .....

Position and Organisation: \_\_\_\_\_ Work Ph: .....

Contact Address: \_\_\_\_\_ Mobile: .....

Additional Delegate's Name .....

	Description	Receipt	Amount \$
<b>Air Fare Single/Return</b>	From:..... To:.....		
	From:..... To:.....		
<b>Car Expenses (as agreed)</b>			
<b>Other Expenses</b>			
Give full details			
<b>Total Amount Claimed \$</b>			

Amount Claimed in Words:

Signature of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Bank Account Details of Claimant :

<b>OFFICE USE</b>	<b>Approved for Payment By:</b>
Project Manager: _____	_____
President/ Vice President : .....	Date .....
Treasurer: .....	Date .....

Notes: Please provide Airline carrier GST Receipt.

You may provide additional notes and workings on the back of this form