

Reimbursement for Travel & Accommodation Form

Please outline reimbursement costs being applied for, including receipts.

Applicant Name:

Employee Number:

Work Address:

Following is the maximum amount which can be claimed if student has to travel 100km's one way to tertiary provider

The maximum allowed for travel and accommodation costs is:

- 15pt paper - \$500
- 20pt paper - \$750
- 30pt paper - \$1000

Travel Costs incurred (include photocopied receipts.):

Accommodation Costs incurred (includes dates of stay and receipts):

This information is essential to ensure that the WDHB CTA postgraduate Funding reimbursement system is robust i.e. to make sure the right amount of money gets to the right person.

Please forward this completed form along with receipts to the above address.