Text

Description automatically generated**Subject Association Grant Application**

*Mandatory fields are highlighted.*

Name: \_\_\_\_\_\_

PPTA membership number: \_\_\_\_\_\_

School: \_\_\_\_\_\_

Email: \_\_\_\_\_\_

Course or conference name: \_\_\_\_\_\_

Subject association: \_\_\_\_\_\_

Event date(s): \_\_\_\_\_\_

Items for reimbursement (please attach all receipts)

|  |  |
| --- | --- |
| Travel   * Flights * Airport transfers (e.g. taxis, Ubers and shuttles) * Mileage (when using your own car)   No receipts are needed for mileage but please supply the following:  From: \_\_\_  To: \_\_\_  Total distance: \_\_\_ kms  Total at 82c per km   * Airfare equivalent   If applicable, please include the airfare equivalent confirmed by the PPTA ahead of time | $ \_\_\_  $ \_\_\_  $ \_\_\_  $ \_\_\_ |
| Registration (including conference dinner if applicable) | $ \_\_\_ |
| Accommodation | $ \_\_\_ |
| Meals | $ \_\_\_ |
| Childcare | $ \_\_\_ |
| Total (including GST) | $ \_\_\_ |

We aim to reimburse your claim within three weeks, by direct credit to your bank account, and will email you confirmation once the transfer is complete. Please include your bank account number below (all 15 or 16 digits, including zeros).

My bank account number is: \_ \_ - \_ \_ \_ \_ - \_ \_ \_ \_ \_ \_ \_ - \_ \_ \_

I confirm that:

These claims are true and accurate and have not been met by any other organisation (e.g. school, subject association) ¨

I attended the above course/conference ¨

*(if the course/conference is not yet complete, please apply for reimbursement at this later date)*

I have applied and been confirmed for pre-approval ¨

*(if your claim has not been pre-approved, please contact* [*pld@ppta.org.nz*](mailto:pld@ppta.org.nz) *prior to submitting this application)*

I have attached all receipts (or mileage) for expenses up to or exceeding $700 (including GST) ¨

I have double checked that my bank account number and email address supplied are correct ¨

Signed: \_\_\_\_\_\_

Dated: \_\_\_\_\_\_

Please email this form, along with all required receipts, to [SubjectAssociationGrant@ppta.org.nz](mailto:SubjectAssociationGrant@ppta.org.nz).