

STAR Course Travel Payment Form

All payments will be made by Direct Credit



Payee Details

Name of person to be paid _____

Email Address _____ (for remittance notice)

Bank Account Details: *For new payees: Please attach a verified bank deposit slip or snip of your internet banking account name and number. Writing the Account name and number on this form, is no longer acceptable. For examples of Proof of Bank, please see next page.*

Student Details

Student Name _____ ID no. _____

Home Address _____

Course Name _____ Course Provider _____

Dates of Attendance (list all dates) _____

Payment amount

Payment is for one student return trip per day of the course.

Public Transport (Bus or Train only): Work out the amount it will cost by public transport per day return:

Fare price per day :

\$ _____

(You must attach copies of the tickets or invoice, as proof)

Private Car: please write the daily number of kms for one student return trip

_____ kms

(the mileage rate is calculated at 30c per km)

Declaration

I agree that in the case of non attendance at a Te Kura funded event any payment Received in advance for transport will be refunded to Te Kura or used for Transport on the next STAR course occurrence

Signed by Claimant _____ Date _____

Cost Centre L53000 24210 12104

Te Kura use only
Total cost
to be paid: \$

Return to: Your regions Secondary Tertiary Advisor or ytt@tekura.school.nz

Examples of Proof of Bank - Please provide ONE of the below:

- A bank statement;
- An internet printout with the web address along the top or bottom of the page;
- An ATM printout showing the bank logo;
- A letter from the bank. This must be signed and stamped by the bank;
- Hand-written bank account. This must be signed and stamped by the bank; or
- A pre-printed deposit slip.