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**](mailto: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.