

Complete all relevant sections of the form below, attach receipts or other evidence of the expense(s) incurred, and forward all to the PMI Tasmania Chapter Treasurer at treasurer@pmitas.org or GPO Box 174, Hobart TAS 7001.

If your reimbursement is for multiple currencies:

- complete a separate form for each currency
- you will be paid at the exchange rate at the time of payment for currencies other than \$AUD
- a transaction fee may also be deducted from the payment.

Reimbursement Details			
Name of person to be reimbursed:			
Member of PMI Tasmania?	Yes / No	If yes, PMI Membership Number:	
Provide a description of the purpose / reason for the reimbursement, including the relevant event details:			
Primary Telephone Contact:			
Primary Email Contact:			
Total amount for reimbursement:	\$	Currency:	<input type="checkbox"/> Australian dollars (\$AUD) <input type="checkbox"/> Other: _____
Signature of requestor:		Date requested:	/ /

Bank Account Details			
Account Name:			
Bank / Financial Institution:			
BSB:		Account Number:	

For PMI Treasurer			
Date received:	/ /	Signature:	
Date approved:	/ /	Signature:	
Date processed:	/ /	Signature:	
Date paid:	/ /	Signature:	

