A blue circle with white lines and a spiral

Description automatically generated**Subject Association Grant Application**

*Please complete ALL fields.*

Name:

School:

Email:

Course or conference name:

Subject association:

Event date(s):

Items for reimbursement (please attach all receipts)

|  |  |
| --- | --- |
| Travel | $ |
| Registration details | $ |
| 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.

My bank account number is:

Please include your bank account number below (all 15 or 16 digits, including zeros).

I confirm that:

These claims are true and accurate;

I attended the above event;

**I have received confirmation of pre-approval by PPTA via the email:** [**pld@ppta.org.nz**](mailto:pld@ppta.org.nz)**;**

I have attached all receipts for expenses up to or exceeding $750 (including GST);

I have double checked that my bank account number and email address supplied   
 are my **personal details** and are correct;

I understand that I have to complete the evaluation form in order to access the   
 reimbursement: <https://www.surveymonkey.com/r/SAGs>.

Signed:

Dated:

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