



## REIMBURSEMENT FORM

Please fill out the below form and attach your receipt – send the form and receipt copy to our email: [contact@nzchihuahuarescue.co.nz](mailto:contact@nzchihuahuarescue.co.nz) and our trust accountant will contact you.

Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

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

Dog in care name: \_\_\_\_\_

Total amount for refund: \_\_\_\_\_

Your account number: \_\_\_\_\_

Bank: \_\_\_\_\_

Reason for reimbursement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved prior? Y / N (Please note: as per Foster Agreement, if not approved prior we do not reimburse)

On date: \_\_\_\_\_ (Date of approval)

By: \_\_\_\_\_ (Trustee name)

Any details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Please note – as per the Foster Agreement, reimbursements MUST to be approved by a Trustee prior. Please add name of Trustee consulted and the date.

Please attach the receipt and send with this form via email to our Trust email [contact@nzchihuahuarescue.co.nz](mailto:contact@nzchihuahuarescue.co.nz)

### **FOR TRUSTEE USE:**

Details entered into cashbook: Y / N

Approved: Y / N – If no, reason?

Paid on date: \_\_\_\_\_

*\*Please place in the reimbursements folder once completed.*