BACKCOUNTRY TRUST

Supporting Aotearoa's Backcountry Heritage

Supplier Payment | Reimbursement Claim Form - Download this form and open in Acrobat Reader

Date of Claim		Payee Name	
Project Name		Bank Acc No.	
Contact Person		Original Grant	$
Funding Round	(BCT to Complete)	Total this Claim	$

Items – separate line for each invoice/receipt please.

Supplier	**Description**	**Invoice Total** (incl any GST)
	Total $	

Notes

- One claim per payee please.
- Claims may be:
  - Direct payment to a supplier or;
  - Reimbursement for purchases paid for personally.
- Tax invoices with a GST number (when GST charged) are required for each item.
- Personal reimbursements also require proof of payment either marked on the invoice or as a separate receipt.
- An easy way to capture invoice/receipts is with an app on your smart phone. We like Scannable for iOS or NoteBloc for Android. They quickly and simply crop, square and compile all your invoice/receipts into a single pdf file.
- Please use a new line for each invoice/receipt and list in the same order as your invoice/receipts pdf. Use a 2nd form if you run out of lines.
- email your claim and invoice/receipts to: manager@backcountrytrust.org.nz

save form