|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2nd Wikimedia Technology Summit**  3rd and 4th March 2023 at IIIT-Hyderabad | | | | | |
| Expense Reimbursement Claim Form  (Please read the Terms and Conditions on Page No: 2 before you fill this form) | | | | | |
| **Part A: Personal Information** | | | | | |
| Requester Name(S) | | Mohamed Yaser Farook  M | Wikimedia/Phabricator Username | Yaser Farook | |
| Designation | |  | Email | yaserfarook0@gmail.com | |
| Mobile | | 9944954247 | Location and ZIP | 14/117,Church road ,  saibaba colony,  Coimbatore, Tamil Nadu,  India -641011 | |
| **Part B: Expenses - All invoices must be attached to verify all claims** | | | | | |
| **S. No.** | **Date** | **Bill No** | **Description of the bill** | | **Amount** |
|  |  |  |  | |  |
| 1 | 01.03.23 | CRN7134013145 | Ola cab from airport to IIIT | | 771 |
|  |  |  |  | |  |
|  |  |  |  | |  |
| 2 | 05.03.23 | CRN7144401455 | Ola cab from IIIT to airport | | 799 |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
| **Total Amount** | | | | |  |
| **Part C: Bank Account Information (Must provide your bank account information below)** | | | | | |
| Account Holder Name | | MOHAMED YASER FAROOK M | Name of Bank | Union Bank of India | |
| Account Number | | 520481034539969 | Address of Bank branch | Coimbatore -GKNM  HOSPITAL P.N.PALAYAM  COIMBATORE -641037 | |
| SWIFT/BIC Code | |  | Preferred Currency for reimbursement | INR | |
| IFSC/CPF/Sort Code | | UBIN0906506 | Special Instructions |  | |
| UPI ID (PhonePe, GPay) yaserfarook0@oksbi | | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part D: Declaration** | | | |
| I acknowledge I have read the instructions relating to reimbursements and that the above costs were incurred by me in accordance with 2nd Wikimedia Technology Summit and I have attached relevant supporting documents | | | |
| **Date** | **14.04.23** | **Signature of Requester** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part E: For Office Use** |  | | |
| Transferred amount |  | Transaction date |  |
| UTR No |  | Exchange rate (If applicable) |  |
| Payment Mode |  | Remarks (If any) |  |

Payment approved by Payment processed by

Name: Name:

Designation: Designation:

Date: Date:

[PTO for Terms and Conditions]

Page **1** of **2**

**Expense Reimbursement Form Terms and Conditions**

1. Use this form to claim reimbursement where you have incurred expenditure required to perform/undertake an approved activity of 2nd Wikimedia Technology Summit.

1. If a request relates to employee travel (airfare, car, or train expenses), the completed approval to travel form (From your organization), boarding passes and receipts needs to accompany this request.

1. You must attach all original receipts or tax invoices. If there are no receipts or tax invoices, reimbursement cannot be made. However, in some circumstances the following will be accepted (for expenses below INR 1000):

* + Evidence to support the cost of the good/item that has been procured (e.g., a bank/Credit Card statement showing the expenditure as long as it can be clearly identified as the particular expense).

* + Need to provide a declaration outlining full detail of the purchase, its purpose, cost for purchases and it should be signed by authorities of 2nd Wikimedia Technology Summit

* + If your purchase is over INR 1000, must get the duplicate tax invoice from the vendor and need to provide within two weeks of time.

**Attachments:**

1. Attach all tax invoices, receipts, declarations or supporting documents related to your reimbursement claim.

1. Label each receipt or tax invoice with a number corresponding to the number for this line item under Part B of this form.

1. If the reimbursement contains a foreign currency, it is the responsibility of the claimant to provide evidence of the exchange rate (For example: credit card statement, cash exchange receipt, screenshot of conversion rate etc.)

Sd/

Organizing Team

IIIT Hyderabad

Page **2** of **2**