



SHIPBUILDING AND MARINE ENGINEERING EMPLOYEES' UNION
116 CHANGI ROAD #03-03/04/05 WIS @ CHANGI SINGAPORE 419718

TEL: 62992926 FAX: 63429133

email: smeeu@ntuc.org.sg website: www.smeeu.org.sg

Chalet Cash Reimbursement Form

Room Category : _____
Check-in-Date : _____ Check-out-Date : _____
No. of Rooms : _____ No. of Nights : _____

MEMBER

Name : _____
Address : _____

NRIC/FIN Number : _____
(last 4 characters)
Telephone Number : _____ (Mobile)
Amount Reimbursed : _____
Name of Bank : _____
Bank Account Number : _____
Email Address : _____

- (1) Please submit proof of chalet booking (Tax/Booking Invoice) together with the reimbursement form. Refer to Appendix for sample invoices.
- (2) This reimbursement is non-transferable, and the booking confirmation must be issued in the member's name.
- (3) You are requested to observe the attached terms and conditions governing the reimbursement.
- (4) For clarification, please call telephone number: 6299 2926.

Checked By: _____

Approved By: _____

Date Received: _____

Union Stamp

Cash Reimbursement Form **Terms and Conditions**

The cash reimbursement is subject to the following terms and conditions

1. Each OB member is eligible to claim **up to a maximum of \$150 cash reimbursement per OB member per calendar year**. (Member can also choose to claim a \$75 cash reimbursement for 1 night stay on 2 separate occasions)

Chalet booking period	Chalet cash reimbursement amount Cap
2 nights stay	\$150
1 night stay	\$75

2. Members must submit proof of chalet booking with members' name (Tax/Booking Invoice) together with the SMEEU chalet reimbursement form within one month after their stay at the chalet/staycation. Refer to Appendix for sample of tax invoices.
3. The reimbursement will be based on the date of chalet/staycation on a first come, first served basis and subject to availability of funds. Claims will be processed within one month from the date of submission.
4. Members may contact SMEEU at 6299 2926 to confirm the availability of funds before making reservations.