**CLAIM FORM – REIMBURSEMENT BENEFIT FOR CHALET ROOM BOOKING**

BOOKING DETAILS

Chalet:

* Aloha @ Changi
* HomeTeamNS @ Sembawang
* National Service Resort & Country Club
* The Chevrons
* Aloha @ Loyang
* Civil Service Club @ Changi
* D’Resort @ Downtown East

Check-in Date (DD/MM/YY):

Check-out Date (DD/MM/YY):

MEMBER’S PARTICULARS

NRIC / FIN No.:

Name:

Address:

Company:

Contact Number:

Reimbursement Amount: $50

* Please submit the completed claim form together with an original receipt issued by the eligible chalet\* for the room booking.
* The reimbursement is non-transferable. Payment will be made based on the name of the member.
* By submitting this claim form, you agree to the terms and conditions governing the reimbursement benefit.

Signature of Member Date

\* Eligible chalets include: Aloha @ Changi, Aloha @ Loyang, Civil Service Club @ Changi, D’Resort @ Downtown East, HomeTeamNS @ Sembawang, National Service Resort & Country Club and The Chevrons

**CLAIM FORM – REIMBURSEMENT BENEFIT FOR BBQ PIT BOOKING**

BOOKING DETAILS

BBQ Pit Booking Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_­­­­­­­­­­­­\_\_\_\_\_­­­­­­­­­­­­\_\_

Booking Date (DD/MM/YY):

MEMBER’S PARTICULARS

NRIC / FIN No.:

Name:

Address:

Company:

Contact Number:

Reimbursement Amount: $

* Please submit the completed claim form together with an original receipt issued by various providers\* for the BBQ pit booking.
* The reimbursement is non-transferable. Payment will be made based on the name of the member.
* By submitting this claim form, you agree to the terms and conditions governing the reimbursement benefit.

Signature of Member Date

\* Providers include: Costa Sands @ Sentosa, D’Resort @ Downtown East, HDB Resident Councils (excluding Condominiums) and NParks

**FOR OFFICIAL USE**

Date Received:

Processed By:

Payment Mode: Cash / Cheque No.:

**REIMBURSEMENT BENEFIT FOR CHALET ROOM BOOKING**

TERMS & CONDITIONS

1. Each CIEU member is eligible to a $50 reimbursement benefit for the booking of a room (excluding meeting or function rooms) at various eligible chalets\*. The benefit is limited to per member per calendar year, starting from 1 August 2017.
2. Each CIEU member is eligible to a reimbursement benefit of actual cost or up to $20 for the booking of the BBQ pit at various eligible providers\*. The benefit is limited to per member per calendar year, starting from 1 August 2017.
3. To apply, members need to fill up and submit the Claim Form together with an original receipt issued by the provider to the member’s name.
4. By submitting the Claim Form, the member consents to the collection, use and retention of his/her personal data by CIEU for the purposes of processing, servicing and managing his/her benefit claim application.
5. The member will inform CIEU immediately of any changes to his/her contact details and/or personal data in order that CIEU is able to contact him/her for all matters relating to the benefit claim application.
6. Payment of the reimbursement benefit will be made in cash or cheque, subjected to availability.
7. Entitlement to the reimbursement benefit shall be on a first-come-first-serve basis. Once the budget set by CIEU has been fully utilized, the reimbursement benefit will be suspended for the rest of the calendar year.
8. CIEU shall reserve the right to reject applications based on the below:

* Membership not in effect during length of stay; or
* Membership subscription in arrears as at date of submission of claim form.

1. CIEU shall reserve the right to make any changes to the reimbursement benefit scheme without prior notification.