



Wiki Loves Monuments International

Reimbursement claim form

Please fill in this form completely, scan it and return it, with scans of receipts to **finance@wikimedia.nl**.

If you are having problems sending it by email, then use regular mail to

Wikimedia Nederland
PO Box 167
3500 AD Utrecht
The Netherlands

If you have any questions, please contact finance@wikimedia.nl

Contact details of claimant:		
Name:		
Chapter:		
Telephone:		
E-mail:		
Payment method:		

Costs made (Add copies of receipts, invoices etc!)				
Date:	NR.	Description of costs:	Currency	Amount
Total				

Bank details		
Account holder:		
IBAN:		
BIC/SWIFT:		
Bank account nr:		
Place of residence:		

Signing		
Place:		
Date:		
Signature:		



Explanation reimbursement claim form Wikimedia Nederland

1. At the top of the form, fill in your name, telephone number and your **e-mail adress**.
2. At the bottom of the form, fill your account details (paramount, please double check).
3. Save the form for future use.
4. Collect all you declarations and assign them a number.
5. Fill in the corresponding numbers on the form
6. Fill in the date and the corresponding amount.
7. Be clear about what type of costs you made and even more important, what they were for.
8. Fill in your name, the current date and your name at the place of signature.
9. Make scans or pictures (you can use your phone) of the receipts and attach them in your e-mail.
10. Finally send your declarations to **finance@wikimedia.nl**

Important note regarding Paypal:

While we prefer to use bank transfers (transfer cost are for our account), it will be possible to use your Paypal account when a bank transfer is not an option. If this is the case, please change your payment method in "Paypal" and provide us with the e-mail adres of your Paypal account.