

Enjoy a coffee on us!

Connecting Over Coffee – reimbursement

If you are joining us for Connecting Over Coffee, our monthly virtual coffee group, you are more than welcome to pop out to your local café to grab yourself a drink and slice – on us – before you join the Zoom call.

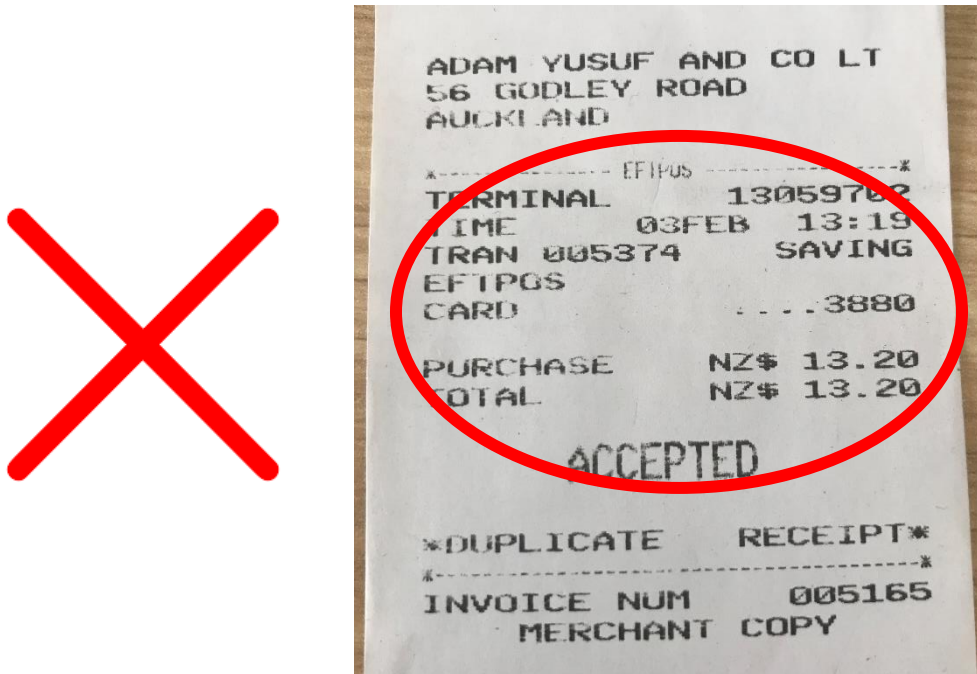
All you need to do is pay for your purchase yourself, keep the receipt, email it to us with your bank account number, before the 15th of the following month, and we will reimburse you to the maximum value of \$15 per person.

Here's what you need to know:

- 1) Receipts will only be accepted for purchases made on the day of coffee group.
- 2) Only members and a caregiver/support person are eligible for reimbursement.
- 3) Make sure you get the receipt for your purchase (we can't reimburse you without it!). We need the itemized GST receipt:



The eftpos receipt will not be sufficient for us to reimburse you:



- 4) Either scan or take a photo (using your phone is fine) of your receipt. Make sure it shows:
 - the date of the purchase
 - what you purchased
 - where you purchased it
 - the total amount of the purchase.
- 5) Email your receipt and your bank account number to accounts@cpsociety.org.nz
- 6) We will email you back to let you know your reimbursement has been processed.
- 7) The money will appear in your bank account a few days later.
- 8) Remember to get your receipt and bank account details to us before the 15th of the following month. Any receipts that come in after that date will not be processed.

Got questions? Need a hand? Call us on 0800 503 603 or send an email to cpsociety@cpsociety.org.nz. We're happy to help.

