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## EXPENSES CLAIM PROCEDURE

Dear Parent / Student / KIS Staff,

In order to receive reimbursement for pre-approved funding from the Parent Teachers Association, please :

1. Complete the PTA Expenses Claim Form. The Form is available on the KIS website or school Admin Office.
2. Staple the relevant receipts to the back of the Form.
3. Place the Form in an envelope and hand in to the school Admin Office.
4. Notify the PTA Treasurer (email: [pta@kis.edu.my](mailto:pta@kis.edu.my)) that your completed Form is ready to be processed.
5. The PTA Treasurer will confirm, via return email, that your refund is ready for collection.
6. Ensure that:
  - You count the refund money in the presence of the Admin Office staff.
  - You sign to acknowledge receipt of the refund money.
  - The Admin Office staff countersigns to confirm that you have counted and collected your refund money.

Please do not hesitate to contact the Treasurer or Chairperson if you have any questions regarding the expense claim process (email : [pta@kis.edu.my](mailto:pta@kis.edu.my))

Best regards,  
KIS PTASC

"At Kinabalu International School we are dedicated to providing an excellent education in a caring, respectful environment, challenging students to achieve their full potential as successful world citizens"