

# GUEST ENTERTAINER

## Reimbursement Submission Form

**INSTRUCTIONS FOR COMPLETION:** Once complete click on 'submit by email' to email or 'print form' to post / scan

Please fill in all required fields below for each receipt to be reimbursed. Receipts must be listed under the correct cruise contract you have completed. Please clearly fill in all relevant details to avoid any miscommunications or errors. For cruise lines that do accept scans of receipts, a high quality scan of the original receipt must accompany this document in order for reimbursement. Please also write on the receipt, the number (i.e Receipt 1) that matches the details below, along with the cruise ship and contract date.

For RCCL, Celebrity & Azamara, original receipts that are not reimbursed onboard need to be sent away to be reimbursed. Send all original receipts with a completed print out of this document to Blackburn International to the following London address:

Travel Department  
Blackburn International  
1st Floor East, Marlin, 459 London Road,  
Camberley, Surrey GU15 3JA UK.

To ensure a backup and paper trail of your lodgement with RCCL, Celebrity & Azamara, please also scan all receipts together with this document. Please email both receipts and this document to [travel@blackburninternational.com](mailto:travel@blackburninternational.com)

**PLEASE NOTE: Receipts that are more than 2 months old will NOT be accepted.**

SUBMISSION DATE  FULL NAME   
(mm/dd/yyyy)

### RECEIPT 1

Cruise Line:  Ship Name:  Contract Start Date:  Contract End Date:   
(mm/dd/yyyy) (mm/dd/yyyy)  
Date of receipt  Reason for expense?  Description   
(mm/dd/yyyy)  
Currency of payment (e.g. Aus, Fiji, NZ etc)  Amount paid

### RECEIPT 2

Cruise Line:  Ship Name:  Contract Start Date:  Contract End Date:   
(mm/dd/yyyy) (mm/dd/yyyy)  
Date of receipt  Reason for expense?  Description   
(mm/dd/yyyy)  
Currency of payment (e.g. Aus, Fiji, NZ etc)  Amount paid

### RECEIPT 3

Cruise Line:  Ship Name:  Contract Start Date:  Contract End Date:   
(mm/dd/yyyy) (mm/dd/yyyy)  
Date of receipt  Reason for expense?  Description   
(mm/dd/yyyy)  
Currency of payment (e.g. Aus, Fiji, NZ etc)  Amount paid

### RECEIPT 4

Cruise Line:  Ship Name:  Contract Start Date:  Contract End Date:   
(mm/dd/yyyy) (mm/dd/yyyy)  
Date of receipt  Reason for expense?  Description   
(mm/dd/yyyy)  
Currency of payment (e.g. Aus, Fiji, NZ etc)  Amount paid