Societies Claim Form

Society _____ Claimants name (who is getting the money) _____

Reciepts/proof of payment should be attached to the back of this form. No receipt, no reimbursement.

Part 1 Details of claim

	£

Box A

Part 2 From which account should payment be made?
How much should be taken form each account?

Income/membership fees		£
Budget allocation from Union		£
	Total	£

Box B

The total in box B should match the total in box A

Part 3 Signed by President or Treasurer* Date

_____ _____

*You cannot authorise a claim if you are the claimant

Part 4 What next?

Check if you need to complete any bank details below, and then hand this form to the Activities and Societies Coordinator in the Activities Pod (the Hubs)

Claims for £50 or less
Please allow 2-3 days for processing, then collect your cash from the Finance Office

Claims for more than £50
Please provide *bank account number* and *sort code* for reimbursement to be made by bank transfer (BACS)

_____

_____

Office use only

Budget Controller authorisation
Submitted to Finance on
Claim number