Society/Sports Team Finance **claiming expenses** form

**Please Supply Bank Details:**

Account Number:

Sort Code:

*\*All details will be locked in a secure location*

|  |  |
| --- | --- |
| Date Received by SU reception: |  |
| Date passed to C&B: |  |
| Date passed to Finance: |  |
| Date Paid: |  |

**All society finance forms need to be given in to the SU reception at SMR campus.**

Finance forms will take a maximum of **14 working days to process**.

After this period, if you have not received payment, please contact [su.studentgroups@uwl.ac.uk](mailto:su.studentgroups@uwl.ac.uk)   
The Students’ Union will not accept claims for Alcohol.  
Claims must be made within 6 weeks of initial purchase.

We are using the **data** you have provided to ensure that payments are tracked correctly, this will remain in a secure location for finance audits and be destroyed after 6 years.

**PLEASE COMPLETE FORM IN BLOCK CAPITALS.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student Name:** | |  | **Student Number:** | |  | |
| **Email Address:** | |  | **Contact number:** | |  | |
| **Amount of Money:** | |  | **Amount in words:** | |  | |
| **Student Group:** | |  | | | | |
| **Activity/purchase description:** | |  | | | **Proof of purchase?** |  |
|  | | |  | | | |
| **Committee member authorisation** | | | | | | |
| **Signature 1** |  | | **Student number:** |  | | |
| **Signature 2** |  | | **Student number:** |  | | |

**Office use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget code :** |  | **Nominal code:** |  | | |
| **Authorised:** |  | | | **Date:** |  |