**STUDENT GROUP REIMBURSEMENT FORM**

The Students’ Union will use the information provided in this Student Group Expenditure form for the purposes of facilitating your reimbursements and this purpose only. Details will be retained for a period of seven years under the Union’s finance regulations.

|  |  |
| --- | --- |
| **Date:** | **BACS**  **online transfer**  **C&S100** |
| **Recipient’s name** (Who is to be paid?): | |
| **Recipient’s email:** | |
| **Student group name** (in full): | |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **POSITION** | **SIGNATURE** | **EMAIL ADDRESS** |
|  | Treasurer **(must sign)** |  |  |
|  | Committee member | N/A |  |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DETAILS OF CLAIM** | | | | **AMOUNT** |
| *Outline reasons for the claim (description of item bought, event name/type/date etc.)*  *All* ***original*** *receipts and invoices/evidence of expenditure must be attached. Fuel claims must include date of travel/destination postcode and are paid from NN1 5PH only (claim at 25p per mile}.* | | | |  |
|  |  |  | **TOTAL** | **£** |
| **Admin Staff Signature:** | **Print name:** | | | **Date:** |
| **SOM Signature (if over £50):** | **Print name:** | | | **Date:** |

**Please complete the next page for BACS or cheque payment**

Payment will only be authorised for expenditure that is in line with the group’s Constitution.

Reimbursement may be refused if the above guidelines are not followed.



**PAYMENT BY BACS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Recipient** |  | | | **Formal name required** |
|  |  | | |  |
| **Company Name (if applicable)** |  | | |  |
|  |  | | |  |
| **Bank Name** |  | | |  |
|  |  | | |  |
| **Account Number** |  | | |  |
|  |  | | |  |
| **Sort Code** |  |  |  |  |
|  |  | | |  |
| **Reference (Student Group)** |  | | |  |

**PAYMENT BY CHEQUE**

|  |  |  |
| --- | --- | --- |
| **Name of Recipient** |  | **Formal name required** |
|  |  |  |
| **Company Name (if applicable)** |  |  |
|  |  |  |
| *If you wish the cheque to be posted, please provide the following details:* | |  |
| **Address** |  |  |
|  |  |  |
| **Post code** |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CANCELLING CHEQUES OR LOST CHEQUES**

**Not collected from Engine Shed reception –** if a cheque is not collected from Engine Shed reception after six months from when the request was made by the student group to write it, the cheque will be destroyed, and the money returned to the group’s account.

**Lost –** if a cheque is lost by you, another student group member or the recipient before it is banked, the cheque can be cancelled. To do this, you need to make the request by email to your relevant coordinator and advise that the cheque needs to be cancelled. Banks charge a **cancellation fee of £30,** which must be paid by the student group.

**Returning a Cheque –** if you do not bank a cheque and want the money to be re-credited back to the group’s account, please return the cheque to Engine Shed reception. They will dispose of the cheque and refund the money back into the group’s account at no cost to the group.

**COMPLETED FORM**

Please complete this form electronically (if till receipts are being provided, these **MUST** be handed in together with this form).

Staple your completed documents together and bring them to Engine Shed reception. Your coordinator will authorise the claim, but should they find any discrepancies, the request will not be approved.

Please tick the boxes once finished:

PO attached  Invoice/receipt(s) attached  This form (completed)