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| **Club and Society Claim Form**  Claims forms are used to reimburse Committee members for purchases they have made on behalf of their club or society using their personal money. Claims forms must be submitted within three months of the purchase being made to be reimbursed. It is the responsibility of the Committee member submitting the claim to ensure their bank details are correct. Incorrect details will lead to delays in the reimbursement being processed. |

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| **Club/Society details:** | | | |
| Club/Society Name: |  | Account Code: |  |

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| **Claimant details** | |
| Full Name: |  |
| Email Address: |  |
| Account Number: |  |
| Sort Code: |  |
| Confirm that these details are correct: |  |

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| **Expense Details** | |
| Amount payable: |  |
| Is this Grant Funded? |  |
| Evidence of Expenditure: | *Attach screenshots/photos of receipts here.* ***Please note*** *we are unable to accept screenshots of bank accounts or bank statements as evidence of expenditure. Claims without evidence of expenditure will not be considered.* |

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| **Committee Authorisation**  Reimbursement from Society accounts require two counter signatories to authorise the payment. This cannot be the Committee member submitting the claim. **You can digitally sign the form** [**here.**](https://www.digisigner.com/free-electronic-signature/esign-document) | | |
| Student Name: | Committee Position: | Signature: |
|  |  |  |
|  |  |  |
| Date authorised: |  | |

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| **SUBU Staff use only:**  To confirm the account has the required funds to process the reimbursement and required details have been provided: | |
| Staff signature: |  |