

DCSA REIMBURSEMENT CLAIM FORM

To make a claim for *reimbursement in your own name*, please fill in this form, securely attach (staple) the relevant invoice(s) or receipt(s), and place in the treasurer's box which you can ask for at the porters' lodge.

• NAME (PAYABLE TO):

• EMAIL ADDRESS:

• NAME OF CLUB OR SOCIETY:

• DETAILS OF EXPENSES *including name of corresponding budget item(s)*:

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• TOTAL AMOUNT CLAIMED in numbers *and* words (e.g., £30, thirty pounds):

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DATE

SIGNATURE