

# Amalgamated Clubs: Expenses or Invoice Claim Form

**Complete and return this form (with receipts or invoices) to the Senior Treasurer via the Lodge**

Complete and sign to request reimbursement for expenses, or to request payment of invoices.

- Request reimbursement or invoice payment **on separate forms**.
- Receipts or invoices are required and should be attached.
- **Payment will be via bank transfer to your bank account.**

If you have any questions regarding this document please contact the Senior Treasurer of the Amalgamated Clubs, Dr Roger Benson ([roger.benson@earth.ox.ac.uk](mailto:roger.benson@earth.ox.ac.uk)).

Name of SEH club:	
Name of Officer:	

## Payment Details

Circle one of the following:	Reimbursement / Invoice payment		
Name of account holder:			
Bank name and branch:			
Sort code:		Account number:	

## Itemised Expenses/Invoices

Description	Amount
<b>TOTAL:</b>	

Signature:	Date:
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<b>OFFICE USE ONLY</b>	DATE PAID:	PAYMENT ID:	ID:
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