

Student Group Payment Claim Form



Full Name: _____

Claim Date: _____

Club/Society Name: _____

Description	Amount inc'd VAT

1) This claim form and **proof of purchase** of the items listed must be attached to the Teams approval app request.

2) Please state mileage if claiming petrol costs.

3) Submit the approval to 2 of your societies signatories and list Grp-Student Group Approvals as the third approval.

4) You cannot approve your own claim.

Total

Bank Details

Account Holder

Account Number
(8 Digits)

Sort Code (6 Digits)

