

# ACTIVITIES

## Student Reimbursement Form

(Cash for £50 and under, Cheque for £51 and over)



GROUP: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DETAILS/REASONS OF PURCHASE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHARGE TO:**

Private Account Society

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**AMOUNT CLAIMING:**

£      Pounds      Pence

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**AUTHORISATION:** Signatory of Group (This cannot be the person above)

Name: \_\_\_\_\_ UB Number: \_\_\_\_\_

Position: \_\_\_\_\_ Signature: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COLLECTION OF CHEQUE (only applicable if above £50)

- Collecting from UBU Finance
- Posting to Payee (fill address in right field)

Postal Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**[ OFFICE USE ONLY ]** Authorised By:

Activities Co-ordinator \_\_\_\_\_

Community and Activities Officer \_\_\_\_\_

Finance Officer / CEO \_\_\_\_\_

**Cash/Cheque Collected By:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Released by: \_\_\_\_\_

Reference Number

\_\_\_\_\_