

# Claim for Expenses

you incurred on behalf of O.U.O.C.

Expenses Distributed? [     ]  
 Form [     ] Cheque No [     ]



You can list up to three items on this form. Please use a separate section for each item or receipt.

Date incurred	
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Event <i>(enter N/A if not appropriate)</i>	
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Your name & college	
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<b>Item details</b> <small>If claiming for fuel, all passengers and drivers <u>must</u> be noted here so that they can be charged appropriately. Eg. Joe, Tim (1/2 only), Bob, Andy (driver)</small>	Receipt:    Attached [   ] To Follow [   ] Not Available [   ]
	Paid by:        Cash [   ] Cheque [   ] Plastic [   ]
Amount: £	Paid to:

<b>Item details</b>	Receipt:    Attached [   ] To Follow [   ] Not Available [   ]
	Paid by:        Cash [   ] Cheque [   ] Plastic [   ]
Amount: £	Paid to:

<b>Item details</b>	Receipt:    Attached [   ] To Follow [   ] Not Available [   ]
	Paid by:        Cash [   ] Cheque [   ] Plastic [   ]
Amount: £	Paid to:

Grand Total: £

Payment may be made by cheque or online transfer. Please specify the method of repayment you would like. If online transfer, please supply OUOC with the account name, number and sort code of the account you would like the funds transferred to. You only need to submit these details once. Please attach these details to the back of this form and **not** directly on this form.

**I would like immediate payment via online transfer.....**   
*Please find my account details attached*

**I would like payment via cheque.....**   
*Please allow 7 days for cheques to reach you*

**I would not like to be repaid at this time. Please add expenses to my Battels.....**

**Please note,**

By requesting to be repaid by "online transfer" you are consenting for OUOC to hold the following personal information about yourself:

- Bank account name, number and sort code

OUOC will ensure all hard copies of such information are destroyed after use and NOT kept on file, though the online banking facility provide by NatWest bank will retain your details securely under their information policies. We are assured they will not distribute your details to any third party nor will OUOC distribute your details to third parties. OUOC is not responsible for any loss of personal information through the postal system.

**Additional Comments**

*Claimant*

Please sign here:

	Date
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*Treasurer*

Payment made:

	Date
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**Please return the form by pigeon post to Lev Chechik, Mansfield College.**

Claims will not be processed over emails. Receipts and other information should also be attached to this form where possible. If claiming for expenses relating to Fabian 4 (race entries system), receipts need not be attached.