**

|  |
| --- |
| **P/Cash number:** |
|  |
| **Cheque number:** |
|  |
| **Date:**  |

Society Reimbursement Form

**Union of Brunel Students**

**Reimbursement details**

**To be sent** *- please state***:**

**Name:** **<Full Name as Stated on Account>**

**Account Number: <Insert Number>** **Sort Code:** **<Insert Number>**

**Payable to: <Full Name>** (<Student Number>)

*Union of Brunel Students, Kingston Lane, Uxbridge, Middlesex, UB8 3PH.*

*Call 01895 269269.*

**Union Finance use only**

**Remittance advice:**

**Payee:**

**Details** *- please attach invoices, receipts, etc***: £ p**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   **<Description of Purchase>** |  | **<00>** |  | **<00>** |
|  |  |  |  |
| **<00>** |  | **<00>** |

**Details: £ p**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  **Total:** |  |  |  |
|  |  |  |

 **Total:**

**Committee Approval**

|  |  |  |
| --- | --- | --- |
| **Name of society: <Full Name>** |  | **Date: <Number>** |
|  |  |  |
| **Committee member signature: <Society CHAIR or TREASURER ONLY>** |  | **Student number: <Number>** |

**Student Activities Approval**

|  |
| --- |
| **Authorised by: <STUDENT ACTIVITIES USE ONLY>** |
|  |
| **Date authorised: <STUDENT ACTIVITIES USE ONLY>** | **Code:** |  CSO – **<STUDENT ACTIVITIES USE ONLY>** |

**<INSERT RECEIPT/PROOF OF PURCHASE COPIES HERE>**