**Expenses Claim form for Hartpury SU Members**

Please submit this form to the SU Manager or your Clubs and Societies Officer.

Please attach all receipts to the email alongside this form.

All expenses must have been authorised in advance.

If a cash advance is being requested, all receipts and outstanding money needs to be given back to finance after the event.

|  |  |  |  |
| --- | --- | --- | --- |
| Claimant name: | Claim Date: | Club/Society: | Bank Account Details used for purchase: |
| Your Name |  | Eg Polo Club | Account Name:  Sort Code:  Account Number: |

Committee treasurers should know the budget codes, but if not, get in touch with the SU for help! (red text provides an example).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date and Description of Expenditure | | Budget Cost Code | | | Amount (£) | Finance Office |
| 06/05/2025 – Bought food for the club social | |  |  |  | 22 |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Mileage: | 30 miles | Miles @ 45p/mile (miles x 0.45) | | | 13.50 |  |
| **35.50** |  |

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

**Mileage** (If Applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | From | To | One-Way or Return | Miles |
| 14/03/2025 | Hartpury | Beaufort Polo Club | Return | 43 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total Miles | | | |  |

**For office use only:**

|  |  |
| --- | --- |
| Approved for use of own car | |
| Approved by\*: | Date: |
| Budget Holder Signature | |
| Signed: | Date: |

\*Approved by a member of Senior Management Team.