

Merton College JCR



Expenses Claim Form

Name

Date

Please fill in the following form, and return it to Ben Waugh.

Receipt Number	Date on Receipt	Description	Payee	Amount (£)

Notes:

- ◆ All receipts should be numbered and included with the claim form.
- ◆ 'Payee' means 'to whom the money was paid' eg. Tesco if you bought food.
- ◆ Please sign and date all claims.
- ◆ Expenses will generally be paid by cheque.

TOTAL

For Treasurer's Use.