**OUWC REIMBURSEMENT REQUEST FORM**

Please email this form and your receipts (in jpeg or pdf format) to [treasurer@](mailto:treasurer@)ouwc.org. Online transfers can be made to UK bank accounts only. Cheques can be drawn up upon request. If you have more requests than there is space on this form, please attach an additional form. Please give the Treasurer up to 7 days to process your reimbursement.

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| **Name:** | | |  | | | | | | |
| **Email:** | | |  | | | | | | |
| **College/Department:** | | |  | | | | | | |
| **Trip/Event:** | | |  | | | | | | |
| **DETAILS REGARDING RECEIPTS:** | | | | | | | | | |
| **ITEM** | | | **QUANTITY** | | | **COST PER ITEM** | | | **TOTAL** |
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| **TOTAL REIMBURSEMENT REQUESTED:** | | | | | | | | |  |
| **DATE REQUESTED:** | | | | | |  | | | |
| **REQUESTED REIMBURSEMENT METHOD:** | | | | | | | | | |
|  | Cheque (will be made out to your name as above and sent via the internal mail to your college/department). | | | |  | | Club credit (will be deducted from your next invoice from the club) | | |
|  | | Online Transfer: | | |
|  | | | | | | | | | |
| Account number | |  | | Sort code | | | |  | |