**SOAS Student Union - Claim Form**

**1: Attach receipts to your email or to this form - photos/scans are acceptable.**

 Receipts till receipts, or invoices, or confirmation of payment by email

**2: We only pay half for food, and do not pay for alcohol (**exceptions to this rule must be cleared in

 advance by the SU Co-President Activities & Events)

**3: Claims must be in-line with S.U. Environment Policy e.g. no domestic flights**

**Society/Club/Team Name, or name of Event/Project:**

**Total Amount (you can add up several items if paying to the same person): £**

**Details of claim (what for etc):**

**Date submitted:**

**Signed by President/Treasurer/Captain/SU Officer:**

[\*Typed name counts as signature for emailed claims. If you are not one of the above, please forward to the Captain/President/Treasurer to authorise]

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**For UK Bank Account payment**

**FULL NAME (not initials, prefix not necessary):**

**Sort Code:**

**Account Number:**

**For International payments**

**BIC/SWIFT:**

**IBAN:**

**FULL NAME OF PERSON TO BE PAID:**

**ANY OTHER DETAILS (e.g. home or bank address):**

International bank transfers may be subject to a bank fee, which will be added to the claim amount above