oxford university
compsoc

Expenses Claim

Name _____

Date _____ / _____ / _____
day month year

Amount £ _____

Reason _____

_____

Receipts attached? ☐ Yes ☐ No

Signed _____

Please staple any receipts to the bottom of this form, and return it to the Treasurer.

If you have receipts for some transactions, but not for others, please fill out two forms - one for the expenditure with receipts and one for the rest.

Separate forms should be used for substantially different transactions to aid accounting.