

Club/Society Claims

A student never wants to be out of pocket so to claim back money another procedure and process is put in place for all Sports clubs and Societies. Most importantly to enable a claim to be processed the member who holds the **Treasurer** committee role **MUST** sign off all claim forms before they are processed.

Claiming Back Money

Sometimes it isn't possible to use the order system, so the other option is to spend your own money then claim it back from the club accounts. You must check all of these costs with the Activities staff before you spend money! If the payment is not authorised first, we cannot guarantee a repayment.

To claim back money you will need to keep the receipt for what was purchased (we cannot reimburse any money without receipts, and all receipts must have the name & address of the company on them) and fill in the online '**Activities Claim Form**' then attach an image of the receipt. This will then be forwarded to a member of the activities team who will check and forward to the treasurer to be finalised.

Activities claim form link can be found here: <https://forms.gle/CWfe2PGi9L97NZGD6>

If the cost is £30 or under, you may be able to claim this back in cash, from an SU office. Again, remember all claim forms must be signed off by the Treasurer.