

REIMBURSEMENT CLAIM*

Please fill in the form in BLOCK LETTERS, attach invoice and/or *tape all 4 sides of receipt* to the back of the form and put it all in the "Treasurer's Box" which is on the right hand side from the window at the porters' lodge.

NAME: _____

EMAIL: _____

NAME OF DCSA CLUB/SOCIETY:

DETAILS OF EXPENSES:

TOTAL AMOUNT CLAIMED (in £ and words, e.g. £30, thirty pounds):

DATE: _____ SIGNATURE: _____

* To be used when you have already spent your own money and want to get a cheque from DCSA issued in your name.