

DCSA – Finances and Reimbursements

2006-2007

Rule # 0: NO RECEIPTS = NO REIMBURSEMENTS

Other rules:

1. You can spend money according to your budget, which is allocated to your club/society at the end of October.
The current budgeting period is **from 1st November 2006 till 31st October 2007**.
2. There can be two main methods for you to get your expenses paid:
 - A. Payment by DCSA directly to Company
 - Fill in the form "Payment request".
 - Attach invoice addressed to "Darwin College Student Association, Darwin College, Silver Street, Cambridge, CB3 9EU".
 - ➔ I will issue the cheque in the name of the company and send it directly to the company.
 - B. Pay expenses yourself and claim for reimbursement.
 - Fill in the form "Reimbursement claim".
 - Attach invoice and/or *tape all 4 sides of receipt* to back of the form.
 - ➔ I will issue a cheque in your name.
3. When you need to pay to *individuals* (e.g. DJ, professional trainer, etc), not a company, and cannot get a receipt, do ask for a cheque in his/her name in advance.
 - Fill in the form "Payment request".
 - ➔ I will issue a cheque in the name of this person and give it back to you.

If in exceptional cases a person cannot be paid by cheque, only by cash, then:

 - Fill in the form "DCSA receipt". First, fill in all the information about the nature of expenses, your own details and the amount paid. Then, ask the person who received the money from you to fill in his/her name, postal and email address and put signature on the form.
 - Fill in the form "Reimbursement claim" and attach the signed form "DCSA receipt".
 - ➔ I will issue a cheque in your name.
4. When I receive all the necessary forms and receipts from you, I will check whether expenditure falls under the budget allocations, issue a cheque, make it countersigned and put it in your pigeon hole. I will try to arrange it quickly, but please allow several days for having it done.
5. All the necessary forms can be found either at the DCSA notice board or on the website <http://www.dar.cam.ac.uk/toplevel/student.shtml>
6. Please put all the completed forms *not in my pigeon hole*, but in the "**DCSA treasurer's box**" which is on the right hand side from the porters' lodge window.
7. If you are not sure how much money is left in your budget, please contact me to clarify this.

If you have any questions, please feel free to contact me!

Yours,
Svetlana Yudina

DCSA treasurer

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