

Branch Purchase Expenses Claim Form

This form must be used to reclaim expenses incurred with prior agreement, for goods or services purchased on behalf of the branch or local stewards committee. This form should **not** be used for travel and subsistence claims (please use form TS1).

Note that expenses will not be reimbursed without valid receipts. Please enclose them with this form or forward them as soon as possible.

PLEASE COMPLETE IN BLOCK CAPITALS

1	Name	
	Address	
	Postcode	
	Telephone	

2	Date of Purchase	Item Description	Cost
	/ /		.
	/ /		.
	/ /		.
	/ /		.
	/ /		.
	/ /		.
	/ /		.
	/ /		.
	/ /		.
TOTAL EXPENDED			£ .

3	The preferred (and fastest) payment option is by direct bank credit to your account. If you have not previously provided your bank details please do so here:	
	Account No	Tick for direct bank credit: <input type="checkbox"/>
	Sort Code	
Alternatively, payment can be made by cheque.		Tick for cheque payment: <input type="checkbox"/>

4	I certify that the above claim is true and accurate and directly relates to official union business. I have not claimed any part of the above from any other agency.	
	Signed	
	Date	

Return this form and appropriate receipts to: **Colin Jones, RGU IT Services, ICRGU Building, Garthdee Road, Aberdeen, AB10 7QG.** Email: c.jones@rgu.ac.uk Tel: 01224 262178

Office Use Only	Checked Date	This Reference	Cheque No	Total Amount
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