

STUDENT GROUP NAME: _____ ACCOUNT NUMBER: _____ DATE: ___/___/___

DETAILS: _____

AMOUNT: £ _____

Proof of Purchase (e.g. receipts/invoices/mileage claim form) must be attached to this form for your claim to be processed.

I confirm that all expenses have been incurred in accordance with the financial regulations and receipts attached:

PRINT NAME: _____ SIGNATURE: _____

CHAIR/VICE CHAIR FINANCE (Sports & Socs)/ VICE CHAIR (Networks)
AUTHORISATION

STUDENTS' UNION AUTHORISATION

PRINT NAME: _____ PRINT NAME: _____

SIGNATURE: _____ SIGNATURE: _____

All expenses claims will be paid by BACS: Please tick relevant box below:

I have previously completed a Bank
Details Form

This is my first claim/my bank details* have changed
and a completed Bank Details Form is attached

*delete as appropriate

DATA PROTECTION: We are requesting this information from you so that we can process your application to remove funds from your student group account. We will only use this information for this purpose. This information may be shared with Knox Cropper our auditors for auditing purposes. The processing of this data is necessary to enable us to process the approval or removal of funds, to ensure robust financial procedures and that we meet our legal obligations.

Please note that Worcester Students' Union is the Data Controller and details of how we process your data including how long we retain it and your rights are detailed on our Student Data Privacy Notice which can be found at https://www.worcsu.com/faqs/data_protection/.