



APPLICATION FOR CLAIMING EXPENSES FROM THE BEARD FUND OR UNIVERSITY BLUES FUND

Beard Fund - Subscription Fees

St John's College will fund subscription fees of all University Sports Clubs (up to a maximum of £50 per person per academic year) from the Paul Beard Fund.

Cambridge University Blues Expenses

The Blues Fund was set up to support St John's College students in meeting the additional costs incurred in representing the University in sport at the highest level. For those regularly competing for the University, 50% of the cost of qualifying expenses can be claimed, up to a maximum of £350 per individual, per academic year.

For a full list of University sports, please visit: <https://www.hawksclub.co.uk/about/history/the-cambridge-blue/>

Qualifying expenses include:

- Compulsory team kit required in representing the University over and above College kit e.g. blues shirts and socks
- Essential travel and accommodation, including pre-season tours organised for the purpose of team selection
- Subscription fees **only** if the Beard Fund has been used up

You may not claim for:

- Costs associated with club dinners
- Personal clothing items, such as Blues Blazer or shoes, protective kit
- Physiotherapy fees or monitors (e.g. heart rate monitors)
- Room/Court/Field Bookings
- Lessons/Sessions for practice

In all cases, items must be paid for before claiming and receipts will be required. To claim, complete the attached form and send it to Student Services, with receipts attached. (Note: claims will not be accepted without receipts). For clarity, acceptable receipts are original till receipts, invoices or signed receipts.

Your University club captain or treasurer must sign the form. They must also include a letter to **confirm your regular playing status** as a member of the University squad.

Claims must be made within 14 days of incurring the cost (date paid) and no later than 15 June each year. Late claims will not be paid.

Payment Information

The default payment method will be a credit to your College Account unless you have confirmed otherwise. To change this to a bank transfer and thereby change your preferred method for all future payments please update your bank details using the link below:

<https://www.joh.cam.ac.uk/tools/paymthd/>

Student Services will arrange payment. You will receive an automatic email once this has been processed. In the event of queries on your claim, you will be contacted via email.

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Name:		CRSid:	
Name of CU Sports Team:		Blues Team Y/N:	

Please list all items and attach the corresponding receipts to this form, if submitting multiple receipts please number them and make a note of the number in the 'Receipt No.' column:

Description of Cost	Is this for the Blues Team?	Receipt No.	Total Amount on Receipt
			£
			£
			£
			£
Total Amount:			£

Signature of student:		Date:	
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TO BE COMPLETED BY YOUR CLUB'S CAPTAIN OR TREASURER

Is this person representing the University at the sport listed above? Please provide a letter of confirmation signed by the University Club Captain or Treasurer:	
Please confirm if any/all of the expenditure listed above is essential for representing the University:	

Name:		Signature:	
Position:		Date:	

TO BE COMPLETED BY STUDENT SERVICES

Amount Approved:	£		
Comments:			
Beard Fund	£	Blues Fund	£
Signature:		Date:	