



## CLAIMING EXPENSES FOR ST JOHN'S COLLEGE SPORTS CLUBS

Claims for qualifying expenses can only be made by the Captain of the Sports Club. Complete the form below and send to the Domestic Bursar's office for authorisation, along with receipts (claims cannot be made without). Acceptable receipts are original till receipts, invoices, signed receipts (eg from referees), confirmation of entry payment etc.

Claims can be made by any SJC registered sports club (except LMBC). **Claims must be made within 14 days and no later than 15 June each year.**

**Qualifying expenses include:**

- Match fees
- Facilities hire (subject to prior authorisation by the Domestic Bursar)
- Cupper's entry fees
- Referee fees

Name of SJC Sports Club			
Name of Captain		Email	@cam.ac.uk

Description	Supplier	Receipt Y/N	Amount
			£
			£
			£
			£
			£
			£
			£
<b>Total Claimed</b>			<b>£</b>

Signature of Captain		Date	
Authorised by H. Murley		Date	

Payment will be made directly to your bank account:			
Account Name		Name of Bank	
Account Number		Sort Code	

For Finance	
C02 202 47725 (M.Exp.) C02 202 47745	