

OU Walking Club Payment Request Form

Name:

College/Dept:

Date of claim:

Address:

CLAIM DETAILS: State dates and amounts of every expenditure and attach all receipts

Club trip details (if applicable):	SUBTOTALS (£)
Fuel:	
Food:	
Accommodation:	
Miscellaneous costs:	
TOTAL REQUESTED	£

OFFICE USE: To be completed by OUWC Treasurer

Source of payment:	TOTAL PAID	£
Date of payment:		
Approved by: (Print)	(Signature)	

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