

Cambridge Hands-On Science Form for Claiming Expenses without a Receipt

If, as should normally be the case, expense claims are accompanied by receipts, no form is required. If, due to particular circumstances, you need to claim expenses for which you do not have a receipt, please fill in the following information, and send it to the Junior Treasurer. Include any supporting documentation which you may have.

- Name

- Address

- Date expenses were incurred

- Name of supplier

- Address of supplier (if possible)

- Item bought

- Purpose of item

- Reason for lack of receipt: machine doesn't issue / website doesn't issue / forgot to ask / receipt lost / other (if other then please explain)

- Amount claimed

- Signature, and date of claim

Claim authorized: