

Peterhouse Graduate Society



Please attach all receipts or invoices marked as 'paid' on this form.
 Reimbursement will not be issued in the absence of itemised receipts or invoices marked as 'paid'.
 Expenses must be approved in writing in advance for reimbursement.

Receipt/Invoice No.	Receipt Issuer	Description	Amount Paid
		Goods/Service: Occasion: Budget Code:	£
		Goods/Service: Occasion: Budget Code:	£
		Goods/Service: Occasion: Budget Code:	£
		Goods/Service: Occasion: Budget Code:	£
TOTAL FOR REIMBURSEMENT			£

Reimbursement cheque to be made payable to: _____

I hereby warrant that these are duly authorised and bona fide expenses incurred for the sole benefit of the Peterhouse Graduate Society

Claimant's Signature: _____ **Date:** _____

Office Held (if applicable): _____

President's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Reimbursement Request No. _____
Full Amount Approved/Portion Approved/Rejected

Reason for rejection (if applicable) _____
Junior Treasurer's Signature _____ **Date:** _____

Full Amount Approved/Portion Approved/Rejected

Reason for rejection (if applicable) _____
Senior Treasurer's Signature _____ **Date:** _____

Reimbursed With Cheque No. _____ **Amount Reimbursed:** _____