



FINANCE OFFICE USE ONLY  
REFERENCE:

# MONEY REQUEST FORM

Use this form to pay a supplier or reimburse an individual from your Club or Society account

Date Submitted	Todays date	Club/Society Name	Warwick Volunteers Project: Chess in Schools
Club/Society Account Balance	NA	What event does this relate to?	School visit

Payment Method	Cash (up to £50) / Bank Transfer / Credit Card							
Payable To	A Student							
Contact Email/Tel	a.student@studentemail.com							
Bank Sort Code	1	2	3	4	5	6	7	8
Bank Account	1	2	3	4	5	6	7	8

Payments made in cash can only be collected by the person named above unless written consent is given. Cash can be collected from the SU Finance Office on the 2<sup>nd</sup> Floor of SUHQ. The SU credit card may only be used in the Finance Office

Account Name	Warwick Volunteers					
Account Coding	Account		Cost Centre		Dept	
<b>Details of Payment</b> Please attach supporting documentation as evidence of purchase Credit card receipts are <b>not</b> proof of purchase					<b>£ Amount</b>	
Bus fare					2.00	
Paint for activity					5.00	
Mileage claim if applicable					2.70	
<b>TOTAL CLAIM</b>					<b>9.70</b>	

**Requisitioner**

Name	WV Staff	Signature	
Position		Email/Telephone	

**Authorisation**

Name		Signature	
Position		Email/Telephone	

**WSU Authorisation**

Sports/Socs Coordinator	NA	<b>Notes / Additional Info</b>
Sports/Socs Mgmt	NA	
Finance Office		

Please see our privacy notice for details on how this data will be used and stored. A copy of the privacy notice is displayed in the Finance Office.

## TRAVEL/MILEAGE DETAILS – WARWICK VOLUNTEERS

Date	Reason for Journey	From	To	No. Miles	Daily Total
Date	School visit	Campus	XXX School	5	10

MILEAGE SUMMARY		
Date(s)	Band 1 (27p)	
Date	10	
<b>Total Miles</b>	10	<b>TOTAL AMOUNT CLAIMED</b>
<b>x Rate (£/mile)</b>	10 x 27p	
<b>Total (£)</b>	£2.70	
		<b>£2.70</b>

### Notes

- Calculate the total miles per day and enter the Daily Total column above.
- For each separate day, claim: **27p per mile.**
- Add up the number of miles in the Mileage Summary Table.
- Multiply the number of miles by the rate to get the amount.
- Add up the total amount claimed and transfer to the money request form.

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