Expenses Claim Form

(Please complete both sides)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Claimant and Group Details | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | | | | Date: | | |  | |
| E-mail Address: | |  | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | |
| Group Name: | |  | | | | | | | | | | | | | |
| Society |  | | Sport Club | |  | Staff |  | | Executive | | |  | Other | |  |
| Expense Details | | | | | | | | | | | | | | | | |
| Date of Expense | | | | Description of Expense | | | | | | Amount | | | | | | |
|  | | | |  | | | | | | £ | | | | | | |
|  | | | |  | | | | | | £ | | | | | | |
|  | | | |  | | | | | | £ | | | | | | |
|  | | | |  | | | | | | £ | | | | | | |
|  | | | |  | | | | Total Claim: | |  | | | | | | |

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| Declaration |
| RGU:Union is committed to processing personal data in accordance with its responsibilities under the General Data Protection Regulation (GDPR). The GDPR, is a European Union-wide law that was introduced on 25th May 2018. The principles of the GDPR can be accessed here:  <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>  Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier, including a name. If it is possible to identify an individual directly from the information being processed, then that information may be personal data.  The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever we process your personal data. In the case of the Expenses Claim Form, we process data on the basis of Consent. By providing the data in this form, you are giving clear consent for this data to be processed for the purpose of the form.  I confirm by providing this data I am giving consent for it to processed for the purpose of this form.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note, personal data submitted via this form for the purpose of Expenses Claim is retained by RGU:Union for 6 years. For more information on the lawful basis on which we process personal data in particular instances, how long it is stored for, whether it is shared with any other parties and your rights regarding accessing your personal data , see our Privacy Statement [www.rguunion.co.uk/GDPR](http://www.rguunion.co.uk/GDPR) and Member Data Retention Guide [www.rguunion.co.uk/dataretention](http://www.rguunion.co.uk/dataretention) |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Payment Details | | | | | | | | | | | | |
| Payment Method: | | | Electronic Payment | |  | | | | | Cheque | |  |
| Cheque Payable To: | | |  | | | | | | | | | |
| Account Number and Sort Code | | |  | | | | | | | | | |
| Claim Confirmation | | | | | | | | | | | | |
| Total Amount Claimed: | | | £ | | | | | | | | | |
| Claimant Signature: | | |  | | | | | | | | | |
| For Official Use | | | | | | | | | | | | |
| Received On: |  | | | | | Processed On: | |  | | | | |
| Authorised By: | Signed: |  | | | | | | | | Date: |  | |
| Collected By: | Signed: |  | | | | | | | | Date: |  | |
| Budget Code: |  | | | VAT Amount: | | | £ | | Cheque No: | |  | |