Pay for items and keep receipts or online confirmation of purchase

Is this an expense or an invoice?

Expense

- **Fill in an expense form**
- **Make sure bank details match the recipient**
- **Attach receipt/proof of expense**
- **Speak to Activities Co-ordinator before making an expense of over £100**

Invoice
Email the invoice into the Activities Co-ordinator

Both expenses and invoices are reviewed by the Activities Co-ordinator and then forwarded onto the Finance & Administration Officer to be paid

The Finance & Administration Officer will confirm once the reimbursement or payment is complete