

University College Student Association

Reimbursement form 2021-2022

*Please note that reimbursement will only be granted by the UCSA Treasurer after this form has been handed in with the corresponding receipts that can be attached at the end of this document, no more than 31 days after the expense has been made.*

*Please send this reimbursement form to* ***hugo.neefjes@ucsa.nl***

***Please send it in PDF form***

The receipts attached should state the products or services bought, which means **PIN transaction receipts are not accepted**.
*By submitting this form you certify that this document has been filled in truthfully.*

|  |  |
| --- | --- |
| **Recipient of reimbursement** |  |
| Name and surname |  |
| Account number / IBAN |  |
| Phone number |  |
| Email address |  |

|  |  |
| --- | --- |
| **Details of the expense** |  |
| Amount of money spent |  |
| Amount of money to be reimbursed\* |  |
| Date of the expense |  |
| UCSA Committee / Team |  |
| Details of the expense (extra information about the products bought for example) |  |
| The name of the board member(s) receiving merch |  |

**\*If the amount of money to be reimbursed is above 100 euros please mark your email as “priority” before sending it to** **hugo.neefjes@ucsa.nl**

**Please put a scan or picture of the receipt or invoice of the expense here:**

**Please put a picture of the board merch here:**