

**ARCHITECTURE STUDENT EXPENSE RECLAIM**

**Academic Year … / …**

NAME DATE

*Notes:*

1. Expenses will be reimbursed, with the approval of the Director of Studies and Tutor, for 50% of the amount spent **up to a maximum of £300 in any one academic year.**
2. Claims should be submitted at the end of the Term to which they relate.
3. Claim to be approved by DoS and Tutor prior to submission to the Tutorial Office, Queens’ College.
4. *Please attach all receipts.*

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| --- | --- | --- | --- | --- |
| Date  (expense was incurred) | Expense Description | Net  £ | VAT  £ | Total  £ |
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|  | TOTAL CLAIM |  |  |  |
|  | **Amount claimed for reimbursement (x 50%)** |  |  |  |

This claim is approved/ not approved

Director of Studies Tutor

Date Date

***Tutorial Office Use Only***

Amount Awarded: £ Cash / Cheque / Credit College Account

Payee if different from student:

Fund: Senior Tutor Approval:

Remarks: Date: