

Claim form for non-Imperial members

This form is only to be used for reimbursements to individuals where the individual does not have an Imperial College login and thus will not be able to use eActivities. This will apply to students from other universities who are ICU Associate or ICU Life Members and former Imperial students or staff who are ICU Life Members.

Club, Society or Project Name

Code

Payee

Surname

First Name

Email address

CID

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This will be on your Life or Associate membership card

Bank account sort code

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Bank account number

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Bank branch address

Signature

Date

Nature of claim

Claim details - to be completed by the Club, Society or Project Treasurer

Description of item being claimed	Acc	Club	Act	F	C	Gross Amt	VAT
						.	
						.	
						.	
Total						.	

Once this form is completed attached all supporting receipts and return to Finance Administrator at club.finance.enquiries@imperial.ac.uk

Approvals required

Club, Society or Project Treasurer

Management Group Treasurer

Deputy President (Finance & Svcs)