Oxford Hands-On Science: Volunteer Lost/No Receipt Form

Name:

Email:

Phone number:

Bank account number: Sort code:

Whilst every effort must be made to obtain and retain receipts for purchases made on OxHOS business, the OxHOS committee may reimburse you for lost/unobtainable receipts.

How to give us your receipts:

* Add the details of the absent receipt into the table below.
* Hand this form in to an OxHOS committee member, or put it in the pigeon hole of Harriet Godwin ([harriet.godwin@seh.ox.ac.uk](mailto:harriet.godwin@seh.ox.ac.uk)) at St Edmund Hall, Queens Lane, Oxford, OX1 4AR.

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| --- | --- | --- | --- | --- |
| Item number | Description  (e.g. Lunch/ fuel/ experiment supplies) | Spent at | Date of expense | Amount |
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