Oxford Hands-On Science: Volunteer Receipt Tracking Form

Name:

Email:

Phone number:

Bank account number: Sort code:

OxHOS committee will give you guidance on what qualifies for reimbursement. OxHOS reimburses its volunteers for reasonable travel expenses (e.g. by standard class public transport) to reach events, and expenses incurred at the request of an OxHOS committee member (e.g. if they request that you buy supplies for an experiment or lunch for other volunteers).

How to give us your receipts:

* Write your name on each receipt, and a description of what it is for. Please number them if you have several receipts.
* Add the details of the receipt into the table below.
* Put your receipt(s) and this form into an envelope and either hand it 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.

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