



OR in Education Volunteer Expenses Form

A huge thank you for giving up your time to promote OR. If you have expenses relating to an event or training you attended, please complete this form and we'll reimburse you as soon as we can.

Name	
Email Address	
Location	
Date of Visit	
Bank Details	<p>Please provide bank details for BACS payment in the box below:</p> <p>Account Number Sort Code</p> <p> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/>-<input type="text"/><input type="text"/>-<input type="text"/><input type="text"/> </p>

<p>Expenses Incurred</p> <p>1. _____ £ _____</p> <p>2. _____ £ _____</p> <p>3. _____ £ _____</p> <p>4. _____ £ _____</p> <p>5. _____ £ _____</p> <p>TOTAL AMOUNT TO BE PAID: £ _____</p>	<p>OFFICE USE ONLY</p> <p>PO NUMBER</p> <hr/> <p>SIGNED BY</p> <hr/> <p>AUTHORISED BY</p> <hr/> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">INV NO</td> <td style="width: 50%;">NOM CODE</td> </tr> <tr> <td>PAYMENT</td> <td>SUPPLIER REF</td> </tr> </table>	INV NO	NOM CODE	PAYMENT	SUPPLIER REF
INV NO	NOM CODE				
PAYMENT	SUPPLIER REF				

Email the completed expenses form and copies of your receipts/train tickets etc. to: education@theorsociety.com