ORiS Volunteer Expenses Form

*A huge thank you for giving up your time either in a school or university to promote OR. If you have expenses relating to an event or training you attended, please complete the form below and either email it back to us (**schools@theorsociety.com**) or send it back. We’ll aim to get costs reimbursed within a week.*

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Location** |  |
| **Date of Visit**  |  |
| **Bank Details** | Please provide bank details for BACS payment in the box below:Account Number Sort Code  - -  |

**OFFICE USE ONLY**

|  |
| --- |
| PO NUMBER |
| SIGNED BY |
| AUTHORISED BY |
| INV NO | NOM CODE |
| PAYMENT | SUPPLIER REF |

**Expenses Incurred**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL AMOUNT TO BE PAID: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Email us schools@theorsociety.com or visit http://www.TheORSociety.com