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*](mailto: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: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

cid:image001.png@01CFDE3D.82D17490@ORinSchools / https://dlc1-s.licdn.com/sites/default/files/InBug-16px_0.png   The OR Society / cid:image003.png@01CFDE3D.82D17490   The OR Society

Email us [schools@theorsociety.com](mailto:schools@theorsociety.com) or visit http://www.TheORSociety.com