CANDIDATE EXPENSES CLAIM FORM

Please attach ALL RECEIPTS (NOT CARDHOLDER COPIES) and email the completed form to elections@oxfordsu.ox.ac.uk . Candidates must submit their Expense Form to the Elections Team within 30 minutes after the close of voting, i.e., before 13:30 on Thursday 8th Week (7th Mar).

**THIS FORM IS FOR OXFORD SU LEADERSHIP ELECTIONS EXPENSES ONLY**

Name of Candidate:

College:

|  |  |
| --- | --- |
| **Narrative** **(i.e. travel, food)** | **Amount** |
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TOTAL:\_\_\_\_\_\_

NUS Delegate candidates have an expense limit of £40.

Candidates must declare all items used for campaigning and must not spend more than their expenses limit. Candidates cannot financially support another candidate.

Already owned equipment, which it is reasonable to assume all other candidates will have access to an equivalent of, are permitted without deduction from expenses.

The use of paid software, for which widely available alternatives exist, are permissible. For example: free photo editing software, such as Pixlr Editor can be used as an alternative to Photoshop if needed, or free video editing software, such as Da Vinci, can be used as an alternative to paid applications.

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**You must also provide receipts for each transaction on this form.**

These are the bank transfer details of the above claimant

A/C Number:

Sort Code:

### FOR OFFICIAL USE ONLY

### Authorisation 1: Cheque Number:

 (if applicable)

Authorisation 2: Authorisation: