|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | |  | | | |  |
| **Committee** | |  | | | |  |
| **Event** | |  | | | |  |
| **Date of event** | |  | | | |  |
| **Submitted on** | |  |  |  | |  |
| **Paid by (name)** | |  | | | |  |
|  | | | | | |  |
| **Bank details** | |  | | | |  |
| *Please attach all relevant receipts to this form and send to the treasurer’s email address: ucmsa-treasurer@maastrichtuniversity.nl*  *Treasurer of Universalis Fall 2024 – Delphine Dorleans*  **Description of expenses** | | | | | |  |
|  | *Example: Item 1 – Snacks* | | | | *€ 5.9* | |
|  |  | | | | € | |
|  |  | | | | € | |
|  |  | | | | € | |
|  |  | | | | € | |
|  |  | | | | € | |
|  |  | | | | € | |
|  |  | | | | € | |
|  |  | | | | € | |
| **Total:** | |  | | | € | |

Receipts

Please attach the receipts in this section. If the format does not allow it, attach them in the email. Reimbursement cannot be accepted without the proper documentation.

*Example: Receipt – Item 1*

