



Cambridge University Amateur Dramatic Club

Expenses Claim Form

Please fill in this form and submit it with all proofs of purchase to the Junior Treasurer

- All claims must be backed up by a receipt, invoice, or other proof of purchase. The Junior Treasurer reserves the right to not honour claims without appropriate evidence.
- All claims must be signed by the claimant and the producer, where appropriate.
- Forms can be posted in the 'Club JT' pigeon hole in the Management Corridor at the ADC Theatre.
- Production costs must be claimed within four full-term weeks of the production closing.

Name			
College		Date	
Email		Phone Number	
Production <i>(if appropriate)</i>			

Department	Description	Cost
Total Claim Amount:		

Signed by claimant:

Signed by producer *(where appropriate)*:
