

GSWV-SurfAce cost declare form

Instructions for declaring costs at GSWV-Surface.

If you've paid expenses on behalf of association Surface you can declare them at the Treasurer. The declaration has to be approved by a board member. If you're uncertain whether an expense will be declarable it is recommended to contact a board member in advance.

If the declaration is approved the amount will be transferred by the end of the month. If there is a need to get refunded sooner this can be discussed with the Treasurer.

To declare costs with Surface you will need the following documents:

- 1) A filled out declaration form with signature. (Only the second page of this document will need to be submitted)
- 2) A proof of payment. This could be:
 - a. The original receipt or a copy thereof.
 - b. A bank statement **together with** an original invoice or a copy thereof.
 - c. A clear picture of the documents mentioned above.

The documents can be submitted to the Treasurer in person, or mailed to penningmeester@gswv-surface.nl or to

G.S.W.V. Surface
Blauwborgje 16
9747 AC Groningen

Pictures through Whatsapp, text or Facebook will not be accepted.

GSWV-Surface cost declare form

Cost made for:

BUS SAMBAL **BUS SAMBUCA** **ACTIVITY** **OTHER**

First name:

Last name:

Address:

City of residence:

Phone number:

Bank account:

Date of payment (dd-mm-yy):

Articles:

Purpose of purchase:

Total cost: €

Declaration will only be accepted if this form is filled to completion and submitted to the Treasurer accompanied by proof of payment.

Costs need to be declared within 4 months of purchase.

Signature Declarer

Signature Treasurer