



How to apply or claim money from the JCR

The JCR has funds which can be applied for for all kinds of legitimate activities which enrich the lives of JCR members. Please find below details of the different channels by which you can claim or apply for.

1 JCR committee member

JCR committee members who incur legitimate expenses in the course of carrying out their duties may claim for reimbursement up to the value of £35. Please contact the Treasurer if you wish to do so and once approved, use claim form ①, itemising all relevant expenditure.

2 Petrol Expenditure

Whenever there is legitimate and reasonable use of a personal car to assist with JCR social events (buying supplies, liaising with venues, etc.) the JCR will refund petrol costs at a rate of 40p/mile. Please use form ② and submit on Monday of 8th Week for all expenses incurred in that term.

3 Society Funding

All society funding needs to be ratified by a JCR motion which can only be submitted by a JCR members. Funding requests for university-wide societies which are not the exclusive reserve of Jesubites are not usually successful. Please refer to provision VII (7) of the JCR Constitution:

A College organisation or society shall apply for funds through a motion appearing on the agenda of a JCR Meeting. No moneys shall be paid to any College organisation or society unless the Vice President-Treasurer is satisfied that its finances are being conducted in a reasonable manner prior to the application for funds at a JCR Meeting. No new College organisation or society shall be eligible to receive any funds from the JCR until its Constitution has been submitted to and approved by a JCR Meeting. No single organisation may apply for JCR funds if it is in receipt of, or entitled to, money from Jesus College Amalgamated Clubs.

The Treasurer must therefore be contacted before submission of a motion for approval. It is usual that a constitution and up-to-date set of accounts are provided. Once successful, use form ③.

4 Personal Funding

JCR Members may apply (through a motion) for a personal grant up to the value of £100. See provision VII (19) of the JCR Constitution for further information. Successful applicants should use form ①.

5 Other mandated expenditure

Often, JCR members will submit motions for purchases to be made on behalf of the JCR. In such instances, please submit a regular motion and use claim form ④ upon completion.



Jesus College JCR Expenses Claim Form

If you are unsure as to how to complete any part of this form, or you are unable to provide fully itemised receipts, please contact the treasurer.

Date	Description	Amount
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .

I therefore wish to claim £ .

Every expense listed above has been incurred for legitimate JCR business
 I have itemised every expense and given a true and accurate figure
 I have stapled to this form fully itemised receipts for every cost incurred

Signed: _____ Date: _____
 Print name (for cheque): _____

For Treasurer's use

Date Received:	Date Paid:	Authorised:	Cheque No.
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Jesus College JCR Petrol Claim Form

The JCR will refund journeys traveled in a personal car at a cost of 40 pence per mile to the nearest 10th of a mile.

Example

Date	Purpose	Distance (total)	Total
19/09/11	Alcohol for bop traveling from Stevens Close to Bookers	4.2 miles	£ 1 . 68

Date	Purpose	Distance (miles)	Total
/ /			£ .
/ /			£ .
/ /			£ .
/ /			£ .
/ /			£ .
/ /			£ .
/ /			£ .
/ /			£ .
/ /			£ .

I therefore wish to claim £ .

Every journey listed below has been incurred for legitimate JCR business
 I have itemised every journey and given true and accurate figures

Signed: _____ Date: _____
 Print name (for cheque): _____

For Treasurer's use

Date Received:	Date Paid:	Authorised:	Cheque No.
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Jesus College JCR Funding Request

3

Please use this form to claim money for society funding requests that have been ratified in JCR meetings.

Society name

Society representative

Date of JCR meeting that motion was passed to secure funding

Payee for cheque

Pigeon hole in which cheque should be placed

I therefore wish to claim £ .

- ✓ I have contacted the Treasurer who has accepted my request for funding, meeting the criteria as outlined in provision VII (7) of the JCR constitution
- ✓ I understand that cheques for society funding can not be made to personal bank accounts

Signed:

Date:

Print name:

For Treasurer's use

Date Received:

Date Paid:

Authorised:

Cheque No.



Jesus College JCR General Claim Form

Please use this form to claim money for project funding or item purchasing requests that have been ratified in JCR meetings.

Proposer of motion

Date of JCR meeting that motion was passed to secure funding

Pigeon hole in which cheque should be placed

Date	Description	Amount
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .
/ /		£ .

I therefore wish to claim £ .

I have itemised every expense and given a true and accurate figure
 I have stapled to this form fully itemised receipts for every cost incurred

Signed: _____ Date: _____

Print name (for cheque): _____

For Treasurer's use

Date Received:	Date Paid:	Authorised:	Cheque No.
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