



## How to do UJS Finance- advice for Treasurers

### Who am I?

Louise Cohen- Finance and Logistics Coordinator ([finance@ujis.org.uk](mailto:finance@ujis.org.uk), 02074243288, Finance option)

If you are a new Treasurer or new to filling in the Budget Form, please contact me to arrange a phone call.

### How to Claim Money

J-Socs can receive money from UJS for events by filling in a Budget Form. You can find the amount you are eligible to receive for different types of events in the introduction to the form.

Please do not claim over the amount that you have spent.

If you do not attach receipts, we will not be able to send you the funding.

After the form is submitted, the Sabbatical Officer responsible for your campus will approve it and give it to Finance. These are usually paid within 2-3 weeks.

If you urgently need funds then please let your Sabbatical Officer know, please be aware that payments can take 3 days to go through.

Don't forget your Student Union and other campus partners when seeking funding for events.

You can choose to fill in a different form for each event or put all events of a specific category in the same form.

Please note that UJS does NOT pay for any form of alcohol (this includes and meals and pre-drinks).

If you have any specific questions on anything that has or has not been covered here then do not hesitate to contact me!