

# **SOC SEMESTER GRANT CLAIM FORM**

Attn: Societies Council Treasurer



# SOC SEMESTER GRANT CLAIM FORM

CLUB NAME

Details for a contact person in case we have questions regarding your Semester Grant  
(ensure this person is contactable over the holidays)

NAME

PHONE

EMAIL

## REMEMBER YOU CANNOT CLAIM FOR

- Alcohol
- Travel expenses
- Deposits and other service fees
- Incorporation fees
- Events without an approved EMP
- Items that benefit only committee
- O-Day expenses unless they have a continuing benefit  
Example: membership stickers – YES, icy poles – NO

## RECEIPTS

### PLEASE ENSURE YOUR RECEIPTS ARE LEGIBLE & DATED

PLEASE LABEL RECEIPTS CLEARLY: number each Area of Expenditure then number the receipts as a decimal , so that 1.1, 1.2, 1.3 all correspond to one area of expenditure and so on for 2.1, 2.2, 2.3

Receipts are NOT inserted into this document. Please email your labelled receipts along with this application form to [soc@guild.uwa.edu.au](mailto:soc@guild.uwa.edu.au)

## IF YOU HAVE ANY QUESTIONS

1. Consult Treasurer Handbook.
2. Read Club Grants policy
3. Email [soc-treasurer@guild.uwa.edu.au](mailto:soc-treasurer@guild.uwa.edu.au)

## HOW TO SUBMIT

Email your labelled receipts along with this application form to [soc@guild.uwa.edu.au](mailto:soc@guild.uwa.edu.au)



# WHAT IS A SEMESTER GRANT?

## APPLICATION CONSISTS OF

1. SEMESTER GRANT FORM (download [HERE](#))
2. Attached RECEIPTS

Rules 52-56 of the Club Grants Policy determine whether an item can be claimed or not.

## COMMONLY REJECTED ITEMS INCLUDE:

- Alcohol
- Travel expenses
- Deposits and other service fees
- Incorporation fees
- Events without an approved EMP
- Items that benefit only committee
- O-Day expenses unless they have a continuing benefit
- Example: membership stickers - YES, icy poles - NO

If you have any questions, please email [soc@guild.uwa.edu.au](mailto:soc@guild.uwa.edu.au)

## FREQUENTLY ASKED QUESTIONS

### 1. How do I label receipts?

- A) With a pen/marker before scanning the receipts.
- B) By notating the scanned receipt on a PDF viewing program

### 2. How do I attach receipts?

- A) Attach as JPEGs: once you have scanned them
- B) Attach as PDF

### 3. What is an Area of Expenditure?

It is just a way of breaking down your total expenses into different categories.

This may be

- an event e.g a barbecue, a meeting etc
- an initiative e.g bought new equipment
- administration costs e.g pens, stationery

### 4. Not everything on one of my receipts was for the club/I have some personal items on my receipt. Can I still use it?

Yes - please highlight the items that were for the club and mark out the personal items, so we can easily see which items you are referring to when we are verifying your claimed amount.

### 5. I've lost the receipt. Can I still claim the item?

If there is no proof that your club has spent that amount, we unfortunately cannot approve the claim.

### 6. I held a lot of barbecues, and we bought onion

there. Is the Area of Expenditure = Barbecues, and 'Description = Onion', and do I add up the cost of all the onion I bought over this semester across all the receipts?

In this situation, an easier way for both of us is to group your expenses based on your receipts. Please keep all expenses found on one receipt together, and all expenses found on another receipt together, etc.

### 7. I've done the form and organised my receipts. How do I submit my application?

Click the 'Submit' button on the first page of the Semester Grant Form. Please note you will not receive a confirmation email. If you would like to check that we have received your application, please email [soc@guild.uwa.edu.au](mailto:soc@guild.uwa.edu.au)

### 8. Why did we not receive all that we claimed for?

It may not have fulfilled the criteria of SOC's Club Grants Policy. For example, we commonly reject claims for

- Alcohol
- Travel expenses
- Deposits and other service fees
- Incorporation fees
- Events without an approved EMP
- Items that benefit only committee
- O-Day expenses unless they have a continuing benefit
- Things that have already been funded by another SOC grant

You can appeal your received claim when initial figures are released.

# SOC SEMESTER GRANT - OVERVIEW

THIS PAGE AUTOMATICALLY UPDATES

	AREA OF EXPENDITURE eg. events, administration, etc	CLAIMED AMOUNT
1		
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13		
14		
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16		
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20		
	TOTAL CLAIMED	

Please note the final "TOTAL CLAIMED" figure may not update correctly: wait until all figures have been input then delete the figure in the box and press 'Enter'.

# SOC SEMESTER GRANT - EXPENDITURES

AREA OF EXPENDITURE

	DESCRIPTION	RECEIPT REF.	CLAIMED AMOUNT
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		TOTAL	

Please check: does it all add up?

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		TOTAL	

Please check: does it all add up?



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Please check: does it all add up?

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