**PEMBROKE COLLEGE ⋅ CAMBRIDGE**

**ARCHITECTURE EXPENSES CLAIM FORM**

This form should be used for claiming architecture expenses only. The first £300 of receipted costs will be covered each academic year.

* All items claimed for must have a corresponding receipt.
* Please number your receipts (1,2,3 etc.) and list each item being claimed for on the form along with the amount.
* A list of items which can and cannot be claimed for can be found below.
* Only costs incurred in the current academic year may be claimed.

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| **Name** |  | **Term** |
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| **Receipt No.** | **EXPENDITURE ITEM** | **AMOUNT** |
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| More rows below | TOTAL: |  |

I confirm the expenditure claimed was incurred as a result of my architecture course.

Signature of claimant: Date: ……………….

Signature of Director of Studies: Date: ………..………

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| **Receipt No.** | **EXPENDITURE ITEM** *(continued)* | **AMOUNT** |
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|  | TOTAL: |  |

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| --- | --- | --- |
| ITEMS COVERED / EXCLUDED | **Can claim** | **Can’t claim** |
| Drawing instruments and graphics materials, including special pens | ✓ |  |
| Train tickets to site visits | ✓ |  |
| Special paper (A3, tracing paper, card, coloured paper, etc) | ✓ |  |
| Paints | ✓ |  |
| Model-making materials, including knives, glue, etc | ✓ |  |
| Large format printing/photocopying | ✓ |  |
| Books, periodicals magazines, postcards |  | 🞪 |
| A4 photocopying or photocopy cards |  | 🞪 |
| Colour photocopying |  | 🞪 |
| Cameras and/or their paraphernalia (includes batteries)  |  | 🞪 |
| Photo development |  | 🞪 |
| Printer cartridges (black or colour) |  | 🞪 |
| CD writer, CD’s, Floppy disks, USB Sticks |  | 🞪 |
| Essay/dissertation binding (except if non standard format etc.) |  | 🞪 |
| Hardhat |  | 🞪 |
| Steel cap boots |  | 🞪 |
| A4 paper and general stationery items |  | 🞪 |