

**Newman Students’ Union Elections 2025**

**Candidate Budget Sheet**

Please record your spending below and attach **all** receipts for expenditure. The maximum amount you can claim if you are standing for an Officer Trustee Position (President or Vice-President) is £25. If you are standing for a Part-Time Officer Position, the maximum is £10.

You must detail **all** expenditure that you have spent out of your allowance.

Items that all candidates could reasonably get for free e.g., cardboard boxes, glue, pens and pencils do not need to be included. Full guidance can be found in the Election Rules in the Candidate Information Hub.

All claims must be approved by the Deputy Returning Officer.

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| --- | --- | --- | --- |
| **Date** | **Item** | **Cost** | **Total** |
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**Please download a second sheet if needed.**

**I confirm that the above spending record is a true and accurate.**

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position stood for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Approved: YES/NO Amount:**

**Signed (DRO):** …………………………………………………………………………………………………………

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| --- |
| **ADDRESS DETAILS** |
|  |
| **BANK DETAILS**  |
| **Bank or Building Society:** |  |
| **Account Name:** |  |
| **Sort Code:** |  |
| **Account no.:** |  |

Please note that monies will be reimbursed by BACS transfer following approval of your claim.

**Please return form (with receipts) to Charlotte O’Neill in the SU Office or by Email by 12PM on Thursday 10th April 2025.**