

## Paying somebody in cash

As much as possible, we advise committees to deal with cash, whether it's taking cash, or paying with cash, as little as possible!

This is simply to protect yourselves, your student group, and any other third parties, and to reduce the risk of losing this money.

However, there will be times where paying an external company or person with cash is the only option. This may be where you have to pay a referee or coach for your sports game, or pay an external speaker for attending your event.

In order to claim back this money, this external company or person **must** provide you with a receipt. Some will have their own template of a receipt that they generally provide to their customers, however some may not.

Here is a [template receipt](#) we have created which you can use for this purpose.

- It's worth printing this off beforehand so that you can be ready to ask your external company or person to sign this straight away

Once you have this receipt, you can simply claim this money back using the expense365 app. You can find the guide for creating a claim [here](#).