

Setting Up Declarations

Before your team can start getting reimbursed, there are three things you need to set up:

1. **The declaration form.** Take the [old declaration form](#), adjust it however you see fit, save it into your own year's folder, and generate a PDF of it.
2. **The "how to get reimbursed" document.** Take the [old version](#) and adjust it to match your year's declaration form. Make sure to update the Google Form link in section 0.1.
3. **A bank details form.** You need a way to collect everyone's banking information without making it public. Create a Google Form, link it in section 0.1 of the "how to get reimbursed" document, and have everyone who wants to declare expenses fill it in. It should ask for: **Email**, **Full name on the bank account**, and **IBAN**.

Once these are in place, print 20–30 declaration forms — this should last a few months, especially early in the year — along with the "how to get reimbursed" document. Keep both in the binder, and make sure the binder never runs out of declaration forms. Also make sure the Google Form and the "how to get reimbursed" document are easily accessible to all members.

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