**EXPENSES CLAIM FORM**

**Invoices/receipts for all expenditure must be attached**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Membership no** |  |
| **Address** |  |
|  |
| **Postcode** |  |

|  |  |  |
| --- | --- | --- |
| **Meeting description** |  | **Date** |
|  |

|  |  |  |
| --- | --- | --- |
| **Type of expense** | **£** | **p** |
| Rail fare from |  | to |  |  |  |
| Air fare from |  | to |  |  |  |
| Car parking |  |  |  |
| Taxi fares |  |  |  |
| Car mileage …….. miles at 45p from ……………. to ……………………. |  |  |
| Motorcycle mileage……..miles at 24p from………… to……………… |  |  |

|  |
| --- |
| **Overnight accommodation – if not booked through the College** |
| Date |  | No of nights |  |
| Evening meal (please attach restaurant bills) |  |
| Other expenses |  |

|  |  |
| --- | --- |
| **TOTAL AMOUNT DUE** | £ |

|  |
| --- |
| **Bank details (please complete)** |
| A/C name |  | Account details same as on file? | Y/N |
| A/C no |  | Sort code  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

For full details of the expenses arrangements for the College please see the Expenses Policy and Procedures.

All claims must be submitted within three months except to assist the year end accounting, all claims for November and December expenses must be submitted by the end of January

The reasonable travelling expenses of College representatives incurred in attending meetings at the College (including examinations) will be paid by the College in the case of those who reside within the British Isles.

The term “travelling expenses” includes:

* Standard class return rail fare (up to cost of standard)
* Economy class air fare for domestic/Europe (including ROI) flights
* A mileage allowance for travel by car and car parking fees
* Taxi fares between representative’s home and nearest suitable railway station or air terminal, and between the College and the appropriate London railway station or air terminal.

Any College representatives who need to spend one or more nights in London for the purpose of attending meetings for the College should contact the administrator of the committee on which they serve, who will arrange for hotel accommodation to be arranged unless exceptional circumstance arise. Expenses may be claimed for an evening meal up to a maximum stated in the procedures.

Please note the following:

* Bar bills should not be included in claims
* If a College dinner is organised, then alternative arrangements cannot be claimed
* If accommodation is requested but not used then this must be repaid by the member
* For international flights/travel arrangement business class can be claimed

only with prior permission of the Treasurer

Travel expenses other than those specified above will not be paid unless firstly discussed and agreed with the Treasurer.

***It is emphasised that expenditure will not be reimbursed without supporting vouchers or receipts, the only exception being claims for mileage allowance.***

Thank you for your continued co-operation.