

**Expenses claim form**

Once complete please email this form, along with all receipts (to include VAT where applicable), to: office@bisa.ac.uk

|  |
| --- |
| **General** |
| Event details: |  |
| Dates: | From: | To: |
| **Applicant (Please complete all fields)** |
| Title | Mr □ Mrs x Miss □ Ms □ Dr □ Prof □ |
| First name |  |
| Surname (family name) |  |
| Home address (incl postcode): |  |
| Email address |  |
| Telephone number |  |
| **Claim details:** |
| **Date** | **Details** | **Amount** | **Currency** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total expenses |  |  |  |
| Amount awarded (office use only) |  |  |  |
| **Payment details (Payment will be made by bank transfer)** |
| Name of account holder: |
| Bank name: |
| Bank address: |
|  |
| Sort code: | Account number: |
| Overseas payments: | IBAN No: |
| ABA/Routing no: | Currency of account:  |
| **Signature** | **Date** |
|  |  |

**Notes**

* All claims must be submitted within one month of the event to which the expenditure incurred relates.
* Please attach VAT receipts where applicable
* Consideration must be made to using the most cost effective method of travel:

- only standard class travel should be booked

- if travelling by car the total claim for any journey made must not exceed the standard class rail fare.

* By signing this form, I confirm that I have not claimed any of these expenses before and will not claim them from any other source