

**Expenses claim form**

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