

APEM Expenses Claim Form

EXPENSES CLAIM FORM

Invoices/receipts for all expenditure must be attached

Name.....

Address.....

.....Postcode.....

Meeting

Date

Type of expense:

£ p

Rail fare from: to

Air fare from: To

Car parking

Taxi fares

Car mileage.....miles at 45p from..... to.....

Motor Cycle mileage.....miles at 45p from..... to.....

Overnight accommodation

Date No of nights

Evening meal – please attach restaurant bills (invited speakers only).....

Other expenses.....

TOTAL AMOUNT DUE



Please complete:

Bank details: A/C name.....

A/C no.....

Sort code - -

Signature.....Date.....

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

All claims must be submitted within three months

By signing the form any executive member is confirming that their trust study leave expenses will not be sufficient to cover the cost of the meeting

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.

Hotel accommodation would normally be reasonable when attendance involves leaving home before 07.00 and/or arriving home after 22.00. Similarly for meals: for breakfast, if leaving home before 07.30; and for dinner if away from home after 19.00.

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

