BSR expenses claim form



Date	Event	Expenses claimed	Value	Finance use only: nominal code	Dept	Fund code	Project code	Cost centre
		Total claim		Notes / SMT a	uthorisation:			

Please make sure you attach all your receipts to this claim form

Full name (please print clearly):		Date:
	NB: Cheques will be made payable to the above name.	
Address:		Contact details:
		Signed:

Preferred method of payment for regular claimants will be via bank transfer. (NB. If you have not already provided us with your account details and will be regularly claiming expenses, please complete the form below): One off payments will be made by BACS transfer or cheque only.

Bank name:	Bank sort code:	SWIFT/IBAN CODE: (for international transfer only):	
Account number:	Account name:	Bank address:(for international transfers only)	

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Please return to : Finance Department, Bride House, 18-20 Bride Lane, London EC4Y 8EE
Email: finance@rheumatology.org.uk
Tel:+44 (0) 20 7842 0907 Fax: +44 (0) 20 7842 0901
Charity reg. no. 1067124 VAT no: 404 5637 66 company reg. no. 3470316

Date	Event	Expenses claimed	Value	Finance use only: nominal code	Dept	Fund code	Project code	Cost centre

	Total claim carry forward	Notes / SMT authorisation:			

Please make sure you attach all your receipts to this claim form

PLEASE READ:

The principle of the committee expenses policy is to ensure trustees, committee members, and individuals associated with the society, continue to be reimbursed for all necessary expenditure reasonably incurred whilst representing the society. The basis of expense claims will be actual expenditure up to limits as specified in the Committee Expenses Policy. **Receipts:** original itemised receipts must accompany all claims, claims with out receipts will not be paid. **Rail and air fares:** first class travel is not permitted. The only exceptions are: to secure sole occupancy of a sleeping compartment; where it can be demonstrated that it is the cheapest ticketing option of all available tickets; on health grounds or the standard class tickets can be up-graded but the difference will not be covered by the society. **Mileage:** 45p per mile for persons who travel by car and 25p for motorcycle users. **Subsistence claims:** The society will only refund accommodation up to £150 per night and £20 per meal (see full policy for overseas rates). **Care allowance:** the society will refund care costs up to a maximum of £10 per hour or £75 per day. **Claims:** expenses should be submitted, as soon as possible after they have been incurred. However, it costs a certain amount to process any claim, so please try not to submit claims for less than £10, unless they represent the total of expenses in a three month period.