**Travel Claim Form**

*(If you are entitled to reclaim travel expenses this will be stated in your event confirmation email and welcome pack)*

To claim your travel expenses please complete and email this form, together with copies of your travel receipts, to nitisha.patel@ipe.com Please note the following:

* Only direct return tickets from your point of origin to Amsterdam will be reimbursed; stop-overs and detours will not be covered
* First, business or premium class travel will not be covered
* *If you wish to travel by car, IPE will reimburse receipts for petrol used, tolls and parking charges; a per kilometer payment will not be paid*

Reimbursement will be made to a maximum of **€350** based on appropriate supporting travel receipts.

**The deadline to submit your claim form is Thursday 30, June 2016.**

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| --- | --- |
| **Full name:** |  |
| **Company name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Total amount claimed (please state currency):** |  |
| **The following information is essential for us to arrange payment. Please enter this information carefully** |
| **Bank name:** |  |
| **Branch address:** |  |
| **Full name as shown on the account:** |  |
| **IBAN number:** |  |
| **BIC or SWIFT number:**  |  |
| **This section is to be completed by UK accounts only** |
| **Account number:**  |  |
| **Sort Code:** |  |