



## Montgomery Trust Lectures Expenses Claim form

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>POSTCODE:</b>	
<b>PHONE:</b>	
<b>EMAIL:</b>	

TRAVEL				TOTAL
MILEAGE	MILEAGE COST	RAIL	TAXI	
SUBSISTENCE				
ACCOMMODATION		MEALS	OTHER	
LECTURERS FEE				£150.00
			TOTAL CLAIM	

If you wish to be reimbursed by BACS payment, please fill in your bank account number and sort code in the space provided below.

BANK DETAILS FOR BACS PAYMENT:		SIGNED:	
SORT CODE:			
ACCOUNT No.			
CHEQUES MADE PAYABLE TO:			
		DATED:	

**Claim details:** Claims can be made at £0.45 per mile for the first 100 miles and the 25p per mile thereafter or second class fare.

EXPENSES RATES			
MILEAGE	£0.45	BREAKFAST	£6.50
Accommodation London	up to £130.00	LUNCH	£5.50
Accommodation Elsewhere	up to £108.00	DINNER	£20.00
		SUBSISTENCE	£5.00

All expense claims (except mileage) **MUST** be supported by appropriate receipts or other documentation attached to this form

OFFICE USE ONLY		Nominal code:	
		Date:	
		Authorised by:	