

## Montgomery Trust Lectures Expenses Claim form

NAME:	
ADDRESS:	
POSTCODE:	
PHONE:	
EMAIL:	

TRAVEL				TOTAL
MILEAGE	MILEAGE COST	RAIL	TAXI	
SUBSISTENCE				
ACCOMMODATION		MEALS	OTHER	
LECTURERS FEE (£200 online, £300 in person)				
				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.

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

**Claim details:** Travel claims can be made at £0.45 per mile, or second class fare.

EXPENSES RATES			
MILEAGE	£0.45	BREAKFAST	£10.00
Accommodation London	up to £180.00	LUNCH	£10.00
Accommodation Elsewhere	up to £108.00	DINNER	£30.00
		SUBSISTENCE	£10.00

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:	