



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.

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

Claim details: Travel claims can be made at £0.55 per mile, or second class fare.

EXPENSES RATES			
MILEAGE	£0.55	BREAKFAST	£20
Accommodation London	up to £250	LUNCH	£20
Accommodation Elsewhere	up to £200	DINNER	£40
		SUBSISTENCE	£20

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:	