|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting/Event/Expense Detail***(e.g. Council Meeting – rail fare to London)* | **Date** | **Expenditure** | **Nominal Code** | **Cost Centre** | **OFFICE USE ONLY** |
| **Travel/Car Mileage****(45p per mile for first 10,000 miles, 25p per mile thereafter)** | **Other** | **Gross** | **VAT** | **Net** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **TOTAL FOR EACH EXPENSE TYPE** |  |  |  |  |  |  |
| **TOTAL CLAIM AMOUNT** | £ |  |   |
| **Claimant Name & Full Address:** |  | **Email address:*****(this section must be completed)*** | **Claimant Bank Account Name:***(UK Bank only)* |  |
|  | **Sort Code:** |  |
| **Account No:** |  |
| **Claimant signature:** |  | **Claim Date:** |  |
| *I certify that the total amount claimed above represents expenses actually and necessarily incurred by me on Royal Society of Biology business.* |
| **Signature for car mileage claims:** |  |
| *I confirm that I have adequate vehicle insurance cover and that the Royal Society of Biology is indemnified against third party claims.* |
| ***Authorised by (print & sign):*** |  | **Date:** |  |
| **OFFICE USE ONLY****Narration:** |  |

**Expense Claim Form**

**Members** and others officially requested to attend Committees or meetings on the Society’s behalf are entitled to seek reimbursement of expenses that were necessarily incurred.

**Staff** of the Society incurring expenses on Society business should use this form for claims.

The following notes apply to claims:

**Rail Bus & Air Travel** - Information on concessions and less expensive fares can be found in the Internet. Suggested sites are [www.easyjet.com](http://www.easyjet.com) or [www.ryannair.com](http://www.ryannair.com) for flights and [www.redspottedhanky.com](http://www.redspottedhanky.com) for rail. As the dates of most meetings are known well in advance, tickets should be purchased as early as possible to take advantage of the best prices available.

**Car Mileage** - Claims at 45p per mile for the first 10,000 miles (per annum) and 25p per mile thereafter, will normally only be allowed when public transport is not available. Claims can only be settled if the car insurance statement overleaf has been signed. In the event that a private car is used in place of available public transport, the amount payable is subject to an upper limit equivalent to an advance purchased standard class rail fare.

**Overnight Accommodation** - Claims will need to be authorised in advance by the Chair of the Board or senior manager, as appropriate. Hotels in London must not exceed £150 per night plus breakfast and outside London, £85 per night plus breakfast.

Used Tickets or vouchers must be attached to the claim.

***A Gentle Reminder that all claims are paid out of membership subscriptions, please help us to use our income as efficiently as possible.***