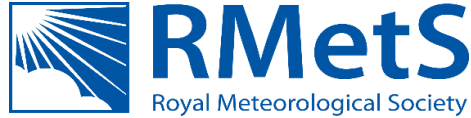


## EXPENSE CLAIM



Name:

Event:

Date:

Please identify currency used and list items claimed (inc. train, parking etc):

£

\*If claiming mileage - No. of miles: 0 x mileage rate: 45p

**Total Claimed**

£ (or currency used)

Address

eMail Address:

Telephone No.:

Bank Details:

Account No: \_\_\_\_\_ Sort Code (UK only): \_\_\_\_\_

Name of Account: \_\_\_\_\_

IBAN No (for foreign payments): \_\_\_\_\_

Swift Code (for foreign payments): \_\_\_\_\_

Bank Address (for foreign payments): \_\_\_\_\_

Any routing instructions (for foreign payments):

Signed:

We can accept forms emailed from your registered email address and do not need a signature in this case.

Please complete and return this form **with receipts attached** either via email to [accounts@rmets.org](mailto:accounts@rmets.org) or by post to Finance and Administration, Royal Meteorological Society, 104 Oxford Road, Reading RG1 7LL

### \* Mileage Expense Guidelines

The use of public transport is favoured over travel by car. Travel by car is acceptable if a) the equivalent journey takes 20% longer or more by public transport, or b) it is part of a lift sharing arrangement that offers lower travel costs combined than that of using public transport. Parking, tube fares and mileage to and from a railway station will continue to be reimbursed.

People with disabilities and those carrying heavy meeting equipment are exempt from this policy.

### Travel, Accommodation and Subsistence Guidelines

All travel should be at the cheapest available ticket price by pre-booking wherever possible.

As a general principle the Society does not reimburse hotel accommodation, meals, refreshments, drinks etc. However in some circumstances such costs may be unavoidable and, if over £100 in total, must be pre-authorised by the Chief Executive or Chief Financial Officer in advance of the event.

Any air travel must be by the cheapest available ticket price and should always be pre-authorised by the Chief Executive or Chief Financial Officer in advance.