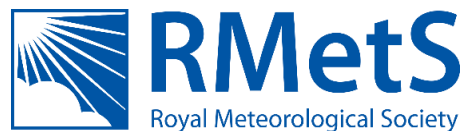


# EXPENSE CLAIM



<b>Name:</b>		<b>Date:</b>	
<b>Event:</b>			
<b>Please identify currency used and list items claimed (inc. train, parking etc):</b>		<b>£</b>	
<b>*If claiming mileage:</b> <b>No. of miles:</b> _____ <b>x mileage rate: 45p</b> <b>Any additional passengers? Y / N</b> <b>How many?</b> _____ <b>For how many miles?</b> _____			
<b>TOTAL CLAIMED</b>		<b>£ (or currency used) :</b>	
<b>Address:</b>		<b>eMail Address:</b>	
		<b>Telephone No.:</b>	
<b>Bank Details:</b>			
<b>Account No.:</b>		<b>Sort Code (UK only):</b>	
<b>Name of Account:</b>			
<b>IBAN No (for foreign payments):</b>			
<b>Swift Code (for foreign payments):dgfh</b>			
<b>Bank Address (for foreign payments):</b>			
<b>Any routing instructions (for foreign payments):</b>			
<b>Signed:</b>			
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.

Mileage can be reclaimed at the rate of 45p per mile, with an additional 5p per mile per passenger in the same vehicle.

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

## Travel, Accommodations 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-authorized 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-authorized by the Chief Executive or Chief Financial Officer in advance.