

BSR Expenses Claim Form

Date of event	Title of Meeting / Event	Expenses Claimed (Travel, accommodation, etc.)	Value
		Total Amount Claimed	

All Receipts Must Be Attached to Claim Form

Full Name (Please Write Clearly):

Address:

Signature:

Date:

Bank Name:

Bank Address:

Account Name:

Account No:

Bank Sort Code:

SWIFT / IBAN (International Payments Only):

Please return to the finance department Bride House 18 - 20 Bride Lane London EC4Y 8EE
 Email: finance@rheumatology.org.uk Tel: +44 (0) 207 842 0900 Fax: +44 (0) 207 842 0901
 Charity Reg. No. 1067124 VAT No. 404 5637 66

Expenses for attending Rheumatology 2013

All claims should be made on the form overleaf and must have supporting receipts. All expenses are granted under the discretion of the Honorary Treasurer.

Rail & Air Fares: (should be booked through Supersonic Travel: enquiries@supersonictravel.net or 020 7240 2552)

First class travel is not permitted. The only exceptions are: To secure sole occupancy of a sleeping compartment, travelling long-haul (e.g. from the Far East or Australia) are entitled to business class airfares, where it can be demonstrated that it is the cheapest ticketing option of all available tickets, on health grounds or that the Standard class tickets can be up-graded but the difference will not be covered by the Society.

Mileage:

BSR mileage allowance 40p per mile applies to persons travelling by car.

Accommodation: (Two nights' accommodation has been reserved for all speakers) Additional nights will be covered by the speaker themselves)

Exceptions

Expenses will not be paid to members attending Council or Committee meetings which occur immediately prior to, during or immediately after the Annual General Meeting.

Any additional expenses (e.g. subsistence, phone calls, etc.) will not be reimbursed.

Please do not submit claims for less than £10.00. We would request that you submit claims at such a time that your accumulated expenses exceed this threshold. The administrative cost of reimbursement prohibits validating claims under this threshold. Any end of year claims must be submitted promptly due to our year end audit.

Please complete forms clearly otherwise payment may be delayed

If you have any questions please do not hesitate to contact the events team on +44 (0) 207 842 0900

Professor Christopher Denton
Chairman, Heberden Committee