

To: The National Treasurer
International Office

CLAIM FOR EXPENSES



The British Institute of Embalmers, International Office, Anubis House, 21c Station Road, Knowle, UK B93 0HL. Tel: 01564 778 991 Fax: 01564 770812 Email: info@bioe.co.uk

I wish to claim expenses in accordance with the regulations for my attendance at the following meeting/s.

Name: _____
Full _____
Address: _____ Post Code: _____

Meeting Title : _____

Reasons for Attendance: _____ Date: _____
(Committee/Position etc) to/from

Number of nights subsistence: _____ upto £90.00
(receipts must be attached)

Number of days subsistence: _____ £20.00

Return Air/Rail Fare: £ _____
(receipts must be attached)

From: _____ (station/Airport)

To : _____ (station/Airport)

Return Air/Rail Fare: £ _____
(receipts must be attached)

From: _____ (station/Airport)

To : _____ (station/Airport)

Mileage - TOTAL Miles claimed: _____ (@.40ppm)

Travel from: _____
journey 1 | journey 2

Travel To: _____

TRC claimed: _____ £ _____

Toll Fees Total claimed: £ _____
(Toll receipts must be attached)

Signed: _____

Print name: _____ Date: _____

Office use Only	
TOTAL:	

Notes:

- 1) Overnight accommodation will be paid at the Institute rate where return journey on the same day is impractical.
- 2) Day subsistence is payable for the day of the meeting only, when meals have not been provided.
- 3) Airfares are normally only payable to representatives of Northern Ireland Division and must be booked in advance of travel to ensure getting the best price.
- 4) Car mileage is only payable where return journeys do not exceed 200 miles in total, when rail fare is payable.
- 5) Second class rail fares will be priced by the Office from information obtained by it from Train information.

ALL RECEIPTS MUST BE ATTACHED. NO RECEIPT MEANS A DELAY IN YOUR CLAIM BEING PAID OR THE CLAIM BEING REFUSED. (diesel/petrol receipts are not required)

