

BRITISH MYCOLOGICAL SOCIETY

Registered Charity Number 276503



British Mycological Society promoting fungal science

CLAIM FOR REIMBURSEMENT OF TRAVELLING AND OTHER EXPENDITURE

See notes overleaf before completing this form

NAME (Block Capitals)						
POSITION IN SOCIETY						
ADDRESS						
E-mail						
MEETING and VENUE			DATE(S)			
DETAILS OF EXPENSES				€	£	p
Travel details:						

TOTAL CLAIM _____

I certify that this claim is a correct record of expenditure necessarily incurred by me in attending the above meeting and that I have not claimed any part of these expenses from any other body.

Signature of claimant _____
(See notes on how to claim)

Date _____

For office use only

Authorised _____

Cheque number _____

Date _____

NOTES ON REIMBURSEMENT OF EXPENSES

All claims should be supported by receipts showing, where appropriate, a VAT registration number.

TRAVEL

- Rail / Air** Only the costs of standard rail travel / economy (or budget) air travel will be reimbursed. Claims should be accompanied by used tickets/receipts as appropriate.
- Car** For any car journey, the total mileage should be stated; costs will be reimbursed at the rate of 40p / mile. Reasonable car parking costs will be reimbursed. Mileage claims should not be excessive: values higher than 250 miles will be reimbursed at Treasurer's discretion and/or to the equivalent cost of standard/economy public transport.
- Taxi** Taxis should be used where no public transport is available, or when heavy goods need to be transported, or in interests of urgency. Claims should be supported by receipts.
- Car Hire** Expenses will not be reimbursed for car hire unless essential in the absence of public/private transport means, or in the interests of urgency. The most economical rates should be obtained.

ACCOMMODATION/SUBSISTENCE

Receipts for hotel accommodation showing the VAT registration number should accompany the claim. Reasonable subsistence expenses will be reimbursed supported by receipts.

NOTE THAT CLAIMS CAN ONLY BE PROCESSED WITHIN 6 MONTHS OF THE MEETING

NOTE THAT PAYMENTS CAN ONLY BE MADE IN £ STERLING

Claim forms and accompanying receipts should be sent to:

Prof Geoffrey M. Gadd FSB FLS FRSE
Boyd Baxter Chair of Biology
Geomicrobiology Group
College of Life Sciences
University of Dundee
Dundee
DD1 5EH