

EXPENSE CLAIM FORM

TRANSACTION REF

Name

Address

Telephone No. A/C

Date of Conference or Workshop Project Ref (T1)

Name of Conference or Workshop Meeting No (T2)

SUMMARY OF CLAIM

<u>Description</u>		<u>Code</u>	<u>£</u>
Travel - Air	<i>Please provide details overleaf</i>	X 2805	£ <input type="text"/>
Travel - Other	<i>Please provide details overleaf</i>	X 2810	£ <input type="text"/>
Accommodation	<i>Please provide details overleaf</i>	X 2820	£ <input type="text"/>
Subsistence	<i>Please provide details overleaf</i>	X 2860	£ <input type="text"/>
Other	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
			£ <input type="text"/>
			£ <input type="text"/>
Total amount claimed to be paid			£ <input type="text"/>

Payment method £ cheque (drawn on UK bank) \$ cheque (drawn on US bank)

(please tick) EURO cheque (drawn on UK bank) Bank Transfer

Please provide payment details if you have selected payment by bank transfer.
Please note that your bank will deduct any associated bank charges from amount claimed.

Bank Sort code

Account holder Account number

I confirm that the expenses claimed on this form have been actually and necessarily incurred by me, solely for CEPR business.

Signed by claimant Date

Approved by CEPR Date

DETAILS OF CLAIM

1. TRAVEL - AIR

Date	From/to	Local Currency	Conversion Rate	£ Sterling
Total air travel (carry forward to summary overleaf)				£

2. TRAVEL - OTHER

Date	From/to	Local Currency	Conversion Rate	£ Sterling
Total other travel (carry forward to summary overleaf)				£

3. ACCOMMODATION - HOTEL

Date	City	Local Currency	Conversion Rate	£ Sterling
Total accommodation (carry forward to summary overleaf)				£

4. SUBSISTENCE

Date	City	Local Currency	Conversion Rate	£ Sterling
Total subsistence (carry forward to summary overleaf)				£

Explanatory Notes

This section should be completed when unusual circumstances or expenses require explanation

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