**EXPENSES CLAIM FORM**

All claims must be made in accordance with the Learned Society of Wales’s (LSW’s) Business Travel Policy and Guidance

*(copy available from the Society’s office or to view on the LSW’s website, Fellows’ Area section)*

**Supporting receipts, whenever obtainable, are required and should accompany all claims. Claims should be submitted within 3 months of expenditure incurred. Car mileage can be claimed at £0.40p per mile (up to 4,000 miles)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Business/Meeting/Event** | **Mode of Travel** | **Details of Expenses/allowances** | **Cost £ : p** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | **£** |

*I certify that the expenses claimed herein were incurred by me, as specified, and I declare that no claim for those expenses has been or will be made to any other body.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Signature:*** |  | ***Date:*** |  |
| ***Name:******(block letters please)*** |  | ***Title:*** |  |
| ***E-mail*** ***(for remittance):*** |  |

**Bank details for Bank Transfer**

The LSW uses BACS to pay expenses directly into your bank account. In order to pay you electronically, please provide us with your bank account’s sort code and account number **(unless this has already been provided).**

|  |  |  |
| --- | --- | --- |
| **PLEASE NOTE:** If you would prefer you could send the information via email to lsw@wales.ac.uk or alternatively please call the Society’s Finance and Administrative Officer, Janice Gillian on (+44) 029 2037 6976. |  | **OFFICE USE ONLY** |
|  |  | **DATE** |
| **Name of Bank:** |  |  | **P/L REF** |  |  |
| **Account Number (UK accounts):** |  |  | **CODE** |  |  |
| **Sort Code (UK accounts):** |  |  | **BLUQUBE** |  |  |
| **IBAN (Non-UK accounts):** |  |  | **AUTH** |  |  |
| **BIC (Non-UK accounts):** |  |  | **PAY** |  |  |
| **First line of Bank Address:** |  |  | **METHOD** |  |  |