

emc2012 Expense Claim Form



To be used by emc2012 Invited Speakers to claim reimbursement for travel and/or accommodation expenses.

emc2012 Accounts Department
Royal Microscopical Society
37/38 St Clements, Oxford OX4 1AJ,
UK
t: +44 (0)1865 254760

Further and more detailed instructions can be found on reverse, please ensure you read these carefully

Please complete clearly in BLOCK CAPITALS

Full name	
Address	
Email	
emc2012 Committee	If applicable

	Details	Amount £/\$/€
Event/Meeting name:	emc2012	
Date:		
Travel (Train, aeroplane, bus, car mileage, taxi):		
Overnight accommodation:		
Other expenses:		
Total:		
Comments:		

Number of receipts attached

The fastest and most convenient way to be reimbursed is through a bank transfer. Please be assured that all bank details are strictly confidential, will not be passed on to any third party and all correspondence is securely destroyed.

If you have already supplied your bank details please tick this box

If you would prefer to be reimbursed by cheque please tick this box

Account holders name	
Name of Bank/Building Society	
Account number (8 digit number)	
Sort code	

Your signature _____ Date submitted ____/____/____

Forms should be completed and returned to the RMS office at the address at the top of the first page.

Further information

Please note: you will have been advised via email of the upper limit which you are entitled to claim back in expenses. If you need a reminder of this amount, please contact Jessica – Jessica@rms.org.uk

Please supply receipts for these expenses for auditing purposes. If receipts are not submitted RMS reserves the right not to refund expenses. As we function as a charity, please be aware that our funds are limited and we encourage all attendees to explore and take advantage of cheap travel opportunities where possible.

Please return completed forms to:

Royal Microscopical Society
37/38 St Clements
Oxford
OX4 1AJ
UK

If emailing a completed form to the office, please note that we cannot accept scanned copies of receipts due to auditing restrictions.

FOR OFFICE USE ONLY

Passed for payment by..... **Date Paid.....**
Cheque No.....
Allocated to

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