|  |  |
| --- | --- |
| The British Society for Research on Ageing (BSRA) Expenses Form | |
| SECTION 1: Personal Details | |
| Name: |  |
| Address: |  |
| Purpose: |  |
| Location: |  |
| Dates (from/to): |  |

|  |  |
| --- | --- |
| SECTION 2: Expenses (Please specify and attach receipts) | **AMOUNT CLAIMED** |
| **Accommodation details:** | £**0.00** |
| **Conference registration and/or membership:** | £**0.00** |
| **Equipment/consumables purchase:** | £**0.00** |
| **Publication costs:** | £**0.00** |
| **Subsistence/catering:** | £**0.00** |
| **Travel:** | |
| Rail Fare (2nd Class only – please book in advance) Date/From/To | £**0.00** |
| Car Mileage (@ 45p per mile) Date/From/To/Mileage | £**0.00** |
| Car Parking/Tolls | £**0.00** |
| Taxis – Date/From/To (public transport should be used where possible) | £**0.00** |
| Air / Ferry Fare | £**0.00** |
| **Other (Please specify below):** | £**0.00** |
| **Total:** | £**0.00** |

|  |  |
| --- | --- |
| SECTION 3: Claimant details | |
| I certify that the above expenses have been actually incurred and necessarily disbursed solely on the business of the British Society for Research on Ageing. The applicant is responsible for all HMRC requirements of tax and National Insurance, including all self-assessment completion and submissions. | |
| Print name (of Claimant): |  |
| Signature of Claimant: |  |
| Date: |  |
| Bank account number: |  |
| Sort code: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Treasurer use only:** | | | |
| *Total paid: £****0.00*** | *BACS:* | *Nominal Code:* | *Authorised:* |

Notes for claimants

1. As a non-profit organisation, BSRA appreciates people seeking the cheapest form of transport.
2. Original receipts/tickets must be attached for all claims over £5 (claims will not be paid until the originals are received).
3. Full receipts are required.
4. Only 2nd class rail will be reimbursed.
5. It is the claimant’s responsibility to ensure that any private car used is suitably insured and roadworthy.
6. BSRA will endeavour to pay all claims within 2 weeks of receipt of the claim.
7. All claims must be received within 1 month of the cost being incurred.
8. Any queries, please contact the BSRA office via [treasurer@bsra.org.uk](mailto:treasurer@bsra.org.uk)