|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | A black and white sign  Description automatically generated with low confidence | **EXPENSES CLAIM FORM** | | **Expenses Claim Form** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Membership No |  |
| Address |  | Meeting Title |  |
| Meeting Venue |  |
| Chair of meeting |  |

|  |  |  |
| --- | --- | --- |
|  | **Details** | **Amount** |
| **Rail** |  | **£** |
| **Bus** |  | **£** |
| **Underground** |  | **£** |
| **Cycle** *– 20p per mile* |  | **£** |
| **Car***– 30p per mile* |  | **£** |
| **Motorcycle -** *24p per mile* |  | **£** |
| **Taxi** |  | **£** |
| **Car parking** |  | **£** |
| **Refreshments** |  | **£** |
| **Accommodation** |  | **£** |
| **Car hire** |  | **£** |
| **Other (please note these must be pre-pre-approved expenses)** |  | **£** |
|  | | **Total £** |

**I can confirm that these expenses have been properly and necessarily incurred by me and have not been reclaimed from any other source**

Signature\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

**Receipts in support of this application must be attached and completed forms should be returned to the IPEM office, either by post or you can scan and email your completed form and receipts to** [**finance@ipem.ac.uk**](mailto:finance@ipem.ac.uk)**.** Claims must be made as soon as possible after the meeting/event/training has taken place preferably within 7 to 10 days. **Claims will only be paid by bank transfer.**

**Expenses which are not supported by invoices or receipts may not be reimbursed.** **Any claims that do not meet the guidelines listed in the Expense Policy are at risk of not being fully reimbursed by IPEM. You can find our full Expenses Policy here;** [IPEM Volunteer Expenses Policy](https://www.ipem.ac.uk/media/i5bl4zsu/01-15-14-0336-05-00-expenses-policy-staff-and-members.pdf)