

Conference 2024 Expense Form

Name:	
Payee Name: <i>(if different from above)</i>	
Bank Name:	
Bank Account Number:	
Bank Sort Code:	
Email address: <i>(for remittance)</i>	

To avoid any delays reimbursing expenses members are advised to read the Member Expenses Policy available on the Equity website. One form should be submitted for the whole conference.

Travel – as applicable		
Rail fare Tick if railcard used	attach tickets/receipt	£
Car Travel	miles x 45p	£
Cycle Use	miles x 20p	£
Parking/Toll	attach receipt	£
Taxi	attach receipt	£
Air Fare	attach receipt	£
Local Public Transport	attach receipt	£

Claims for 1st class rail, parking, taxis and air fares must be approved in advance.

Meals – as applicable. Receipts must be provided.		
Breakfast	if leaving home before 7.30am – up to £6.00	£
Lunch	if in full attendance at a whole day meeting – up to £12.00	£
Dinner	up to £24.00	£

2 meals can be claimed if away from home for 12+ hours and 1 meal if away from home for 8-12 hours. If staying overnight and eligible for 3 meals, you can now claim for £42 spread across all 3 meals.

Lunch on Sun/Mon and dinner on Sun are provided and so cannot be claimed. Breakfast is provided if staying at the hotel and so cannot be claimed.

Other – please specify	
<i>Any claims must be in line with the Member Expenses Policy & receipts must be provided.</i>	
	£

Total £

Signed:	Approved:	Date:
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