

COMMITTEE AND GENERAL EXPENSES CLAIM FORM



OFFICE USE ONLY	
Received	
Processed	
Paid	
Notes	

Expense Claim Form

For CAC and HTS examination/trust re-imburement claims please use the CAC & HTS .

Please tick one of the following expenses boxes

Date of meeting/s:-

Venue/s:-

- | | |
|--|---|
| <input type="checkbox"/> 7130 Board Meeting | <input type="checkbox"/> 7110 Training Course (attending) |
| <input type="checkbox"/> 7200 Comm & Publicity Committee | <input type="checkbox"/> 7201 Regional Groups |
| <input type="checkbox"/> 7202 Student Committee | <input type="checkbox"/> 7210 Service Quality Committee |
| <input type="checkbox"/> 7215 Prof Development Committee | <input type="checkbox"/> 7216 Accreditation Committee |
| <input type="checkbox"/> 7220 Education & Training Committee | <input type="checkbox"/> 7221 HTS Committee |
| <input type="checkbox"/> 7222 CAC Committee | <input type="checkbox"/> 7230 MSC Meetings |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Audiology Supplies Group |

.....

Other Specify:-

	Item/Description	Amount
1		
2		
3		
4		
5		
6		
Total Amount Claimed		£

Name:-

Signed:-

BAA, Blackburn House, Redhouse Road, Seafield, Bathgate EH47 7AQ

(Please print)

Address:-

.....

..... Postcode:-

Tel:-

Email (needed if you want remittance advice):-

.....

Date expenses submitted:-

We intend to make payments by BACS in the future, please could you let us have the following information:

Bank Name:	
Bank Address:	
Account name:	
Account number:	
Sort Code:	

Notes on Expenses

- **Receipts must be submitted for all claims**
- **Claim forms should be completed in full**
- **Where mileage expenses for individual journeys will exceed £50.00 consideration should be given to the use of public transport as a cheaper alternative.**
- **The Treasurer will deny payment for incomplete claims**
- **Any claims submitted over 3 months old will not be considered for payment**
- **BAA financial year end is the 31.03.2018. Please ensure claims are submitted promptly at year end.**

Expenses can be claimed for the following items: -

- Second class return rail / bus fare.
- Mileage from home to place of meeting / examination where a petrol receipt is provided will be calculated at 45p per mile for first 100 miles and 35p thereafter with an additional 5p per mile for car sharing. Any claims for mileage submitted without petrol receipts will be calculated at 35 per mile
- Incidental local travel / parking fees.
- Overnight accommodation - maximum of £90 per night B & B and maximum £120 per night B & B London. Budget hotels such as Premier Inn and Travelodge should be used where possible.
- An allowance of £15 (max) will be made for evening meals on production of receipts.
- A reimbursement of up to £3.50 will be paid for lunch expenses
- No alcoholic beverages will be reimbursed.
- Subsistence allowances are daily allowances and cannot be accumulated

BAA, Blackburn House, Redhouse Road, Seafield, Bathgate EH47 7AQ