

CAC & HTS Expense Claim Form



To allow us to process your expense claim, you should complete and return this form to admin@baaudiology.org at Fitwise Management Ltd.

Fitwise Management Ltd are the Association Management Company for British Academy of Audiology.

- *Once payment is processed Fitwise will only hold onto your details for financial purposes. Your details will not be used or stored for any other purpose.*
- *We can confirm that your data will not be transferred outside the EEA.*
- *I am happy for Fitwise Management Ltd to process my personal data for the purposes of processing this expense form*

Please tick one of the following expenses boxes

Date(s): Candidate/Student:

Carried out at:

- | | |
|---|--|
| <input type="checkbox"/> 6203 CAC Examiners Meeting | <input type="checkbox"/> 6209 CAC Final Practical Exam |
| <input type="checkbox"/> 6205 CAC Calibration Course | <input type="checkbox"/> 6300 HTS Accreditation Visit |
| <input type="checkbox"/> 6206 CAC Management Course | <input type="checkbox"/> 6301 HTS Examiners Meeting |
| <input type="checkbox"/> 6207 CAC Written Paper (list all Candidates) | <input type="checkbox"/> 6302 HTS Examination/Assessment |
| <input type="checkbox"/> 6208 CAC Practical Mock Exam | |
| <input type="checkbox"/> Other Specify: | |

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

Name: Date expenses submitted:

(Please print)

Address:

..... Postcode:

Tel:

Email: (needed if you want remittance advice)

Signed:

Trust Re-Imbursement

Amount Claimed (£50 per day):

Cheque made payable to (third party):

Name of Hospital/Trust:

Address:

.....

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

Payee Name and account details for bank transfer:

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

Notes on Expenses

The trust re-imbursement part of the form allows you to claim a fee for every day that you are out of work on BAA CAC or HTS business. If you have taken your own time and are claiming a Consultancy Fee (£150 per day) we must receive a letter from your manager stating that you were on annual leave.

- 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 31st March each year. 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

Return to: BAA, Blackburn House, Redhouse Road, Seafield, EH47 7AQ