



EXPENSES CLAIM FORM

Royal Astronomical Society
Burlington House
Piccadilly
London W1J 0BQ

Name _____

Address _____

Organisation _____

Telephone: _____ Fax: _____ E-mail _____

Date: _____

Journey / Event for which the claim is being made: _____

		£	p
Travel	To: _____		
	From: _____		
	Rail:		
	Air:		
	Car: (at 40.0 p per mile) Total mileage		
Taxi:			
Conference & meeting attendance on behalf of R.A.S.			
Registration fees, etc.:			
Subsistence. Meals, accommodation etc. taken in the course of travel and / or representation on behalf of R.A.S.			
Other expenses incurred. Please specify:			
Total			

These expenses have been incurred solely
in the course of duties on behalf of R.A.S.
and are not recoverable from any other source. Signed _____

Please attach receipts for expenses claimed and give bank account details for payment to be made
WHEN COMPLETED, PLEASE RETURN THIS FORM TO THE OFFICE, EVENTS & BUILDING MANAGER

Auth'd for Pay't		
A/C to be charged		
A/C charged		
Amount Net	£	
VAT	£	
Amount Total	£	
Date paid		
Cheque No.		

Payment details

Note. - The President and Officers of the Society, members of Council, Editors of the Society's publications, members of Committees, Honorary Auditors and, with the prior agreement of the Executive Director, others travelling on authorised Society business are entitled to claim expenses necessarily incurred by them in the discharge of their official duties to the Society. In the case of meetings held in London on consecutive days, the cost of an overnight stay will be reimbursed in cases where this would result in a saving to the Society. Generally, it is expected that UK travel will be by the cheapest available rail fare.

For all payments:

Bank name:	
Account name:	
Bank address	

For UK payments:

Sort code:	
Account number:	

For European payments:

SWIFT/BIC code:	
IBAN number:	

For US Banks:

ABA or FEDWIRE number:	
Account number:	

For payments to other countries:

Bank ID (SWIFT/BIC code):	
Account number:	