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| Expenses Claim Form |

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| **Please attach originals of train/bus/tube tickets, Oyster card statements and/or receipts. Your claim will not be processed without them.** | | | |
|  | | | |
| **Forename:** |  | **Surname:** |  |
| **Name of school visited:** | |  |  |
| **Date of travel:** |  |  |  |
| **Amount claimed for resources:** | | **£** |  |
| **Amount claimed for second class rail fares** | | **£** |  |
| **Amount claimed for bus and/or tube fares** | | **£** |  |
| For use of your own car, the Society pays a contribution of 43p per mile. | | | |
| **Total number of miles:** | | **Postcodes (start/end):** | |
| **Amount claimed for mileage** | | **£** |  |
| Taxi fares are admissible only in specific circumstances e.g. where public transport facilities are unavailable or impractical. Please state your reason for claiming taxi fare. | | | |
| **Amount claimed for taxi fare** | | **£** |  |
| **Reason for claiming taxi fare:** | |  |  |
|  | | | |
| **TOTAL CLAIM** |  | **£** |  |
| **Signature:** |  | **Date:** |  |
|  | | | |
| **The Society's preferred method of reimbursement is by BACS. Payment is usually made within 21 days of receipt of the claim.** | | | |
| Postal address: |  |  |  |
| Email address: |  |  |  |
| **Please complete the information below for payment by BACS.** | | |  |
| Bank name: |  |  |  |
| Bank account name: |  |  |  |
| Sort code (6 digits): |  | Account number (7 or 8 digits): | |
|  | | | |
| For internal use only: |  |  |  |
| Authorised by: |  | Account code: |  |
|  | | | |
| **Thank you for taking the time to complete this form.** Please return your completed form to: Geography Ambassador Scheme, Education Department, Royal Geographical Society (with IBG), 1 Kensington Gore, London, SW7 2AR | | | |
| **T**: 020 7591 3050 **E**: [ambassadors@rgs.org](mailto:ambassadors@rgs.org) | | | |
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