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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  |
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