



**OAA Business Expenses Claim Form**

***Please check with the Honorary Treasurer before purchasing tickets / making hotel reservations etc exceeding the maximum reimbursement limits.***

***Please use a separate form for each claim and send with receipts to the OAA Secretariat - ([secretariat@oaa-anaes.ac.uk](mailto:secretariat@oaa-anaes.ac.uk))***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Meeting/activity for which expenses are claimed:

\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Travel from: \_\_\_\_\_ To: \_\_\_\_\_

<b>Rail Fares:</b> The OAA will reimburse your rail fare between your nearest station and the event venue. <b>Please use economy rail fares whenever possible.</b>	£
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<b>Air Fares:</b> The OAA will only reimburse the cost of <b>economy air travel</b> between the nearest airport to your home and to the event venue.	£
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<b>Bus / Tube travel</b>	£
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<b>Airport / Rail Station Car Parking Charges:</b>	£
<b>Car Mileage Expenses:</b> _____ <b>miles @</b> <b>45p per mile</b> (up to the economy air or rail fare if for the whole journey)	£
<b>Taxis:</b>	£
<b>Subsistence Expenses:</b> A maximum of £30 can be claimed for each single journey of over 100 miles to cover expenses such as meals on trains.	£
<b>Overnight Expenses:</b> A maximum of £150 / day may be claimed to cover the cost of one night's hotel accommodation and evening meal	£
<b>TOTAL CLAIMED</b>	£

**Receipts for all claimed expenses must be attached/scanned**

I certify that the above expenses were incurred by myself and will not be claimed from another body.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide your bank details below:

Name of Account: .....

Name of Bank: .....

Sort Code:.....

Account Number: .....

SWIFT/BIC Code (Overseas only).....

IBAN Account Number (Overseas only).....