Joint Committee on Intercollegiate Examinations
Expense claim form

Your details

Full Name		Home address	
Specialty	Other (Please specify)		

BACS details

We prefer to pay by BACS. An email will be sent to you confirming that your payment has been processed.

Sort Code:		Account Number:	

Event details

Details of event attended	
Event location	
Date	

Travel expenses

Type	From	To	Travel detail	Amount	Code
Rail *			☐ Standard class ☐ First class *	£	5201
Air				£	5200
Car			miles at 45p per mile	£	5201
Taxi				£	5201
Taxi				£	5201
Public transport				£	5201
Parking				£	5350

* First class rail may be booked, but where possible we encourage Standard class

Accommodation, meals and any other subsistence

Type	Details	Amount	Code
Accommodation	night(s) at £ per night B&B at Hotel (please specify)	£	5300
Meals	(Up to £45 may be claimed for dinner expenses - receipts must be attached)	£	5350
Any other subsistence		£	5350
	Total claimed	**£**	

Please return completed form and itemised receipts for all expenses to:
Joint Committee on Intercollegiate Examinations, 2 Hill Place, Edinburgh, EH8 9DS

I confirm that the above expenses were incurred for JCIE business.

Signature	**Date**

Finance use only

Code	Payment	Authorised