



European Summer School
Hydrogen Safety

CLAIM FOR TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES

Please use write in pen clearly in **BLOCK CAPITALS**

First Name of Claimant:				Family Name:		
Country of Residence:		Nationality:		Passport No:		
Organisation Name:						
Organisation Address:						
Purpose of Visit: DELEGATE EUROPEAN SUMMER SCHOOL - HYDROGEN SAFETY, UNIVERSITY OF ULSTER, 15th – 24th AUGUST 2006						
DETAILS OF CLAIM						
Subsistence - Maximum daily allowance of €105 (≈ £72)			Currency:		Amount: £	confirm that supporting receipts are attached
Accommodation: Are you in the Student Village/on campus - YES / NO [†]			UK£			Receipt(s) attached <input type="checkbox"/>
Meals (please note that alcohol cannot be claimed for - please subtract from any total and delete from any supporting receipt)			UK£			Receipt(s) attached <input type="checkbox"/>
Travel to and from campus and hotel			UK£			Receipt(s) attached <input type="checkbox"/>
Transport to and from Belfast - Maximum allowance of €240 (≈ £164)		Currency	Amount	Rate @ ♣	Amount: £	confirm that supporting receipts are attached
Air *	paid outside UK					Copy of ticket(s) <input type="checkbox"/> Receipt(s) attached <input type="checkbox"/>
	within UK					Receipt(s) attached <input type="checkbox"/>
Train *	paid outside UK					Receipt(s) attached <input type="checkbox"/>
	within UK					Receipt(s) attached <input type="checkbox"/>
Sea *	paid outside UK					Receipt(s) attached <input type="checkbox"/>
	within UK					Receipt(s) attached <input type="checkbox"/>
Bus/coach *	paid outside UK					Receipt(s) attached <input type="checkbox"/>
	within UK					Receipt(s) attached <input type="checkbox"/>
Taxi *	paid outside UK					Receipt(s) attached <input type="checkbox"/>
	within UK					Receipt(s) attached <input type="checkbox"/>
Subtotal in UK£						
Less meals/refreshments provided			(€261.00)			
Less transport provided						
Less accommodation provided						
Grand Total in UK£						
Notes: * please total items in same currency in each category [†] please delete, to leave option required ♣ UU Finance use www.xe.com rate					Grey areas for official use by Accounts only	
Payment information						Checked - Accounts <input type="checkbox"/>

Your account details for reimbursement transfers			
First Name of Claimant:		Family Name:	
Home Address:			
Bank Name:			
Bank Branch & Address:			
Sort Code:	IBAN:		Bank SWIFT:
Account Name:		Account No:	
Preferred currency:		Cheque issue: YES / NO	Uncrossed: YES / NO
Total reimbursed in UK£			
Cost Centre to be charged:		1-211-R-0203	
Date of Reimbursement:		Method:	

I certify that this expenditure was incurred solely on behalf of attending the First European Summer School in Hydrogen safety at the University of Ulster and that the allowances claimed are in strict accordance with the prescribed rules.

Date: Signed:
Claimant

This claim is recommended for payment. Initial check
Robert P. Morley

Date: Signed:

Authorised Signatory Name: **Prof Vladimir Molkov** FireSERT/SCOB/E/Engineering

Please read and follow the prescribed rules as per your copy of:

“Notes on Reimbursement of Expenses & General Information”

If submitting this form (and all original receipts) by post please send to:

Robert P. Morley
Manager – Hydrogen Safety Programme

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