

European Summer School

Hydrogen Safety



CLAIM FOR TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES

Please write clearly in pen in **BLOCK CAPITALS** otherwise payment could be delayed

						·	·			
First Name of Claimant: Family Name:										
					intry of Nationality:			ates:	Rec'd	Chk/App'd
Organisation Name:						rillance				
Or	gani	sation Ad	dress:							
Pu	rpos	se of Visit:	DELEGATE							
Е	EUROPEAN SUMMER SCHOOL ON HYDROGEN SAFETY, UNIVERSITY OF ULSTER, 30 th July – 8 th August 2007									
DETAILS OF CLAIM							that aupporting			
31	ubsistence - Maximum daily allowance €1				`	Currency:		Amount: £	receipts are attached	
1-211-R-0203-206-	Accommodation: Complete this line ONLY if using campus accommodation max 10 nights @ £20 pn					Uk	£		Jour	nal Transfer 🗆
	Accommodation: Hotel or similar					Uk	(f		Receint	(s) attached Π
	- Complete this line ONLY if staying off-cal Meals (please note that alcohol cannot be claime								ТСОСТР	- (a) attached E
11-R			e note that alconol c otal & delete from a			UK£			Receipt	t(s) attached □
1-21	Travel to and from campus and hotel/restaura (whilst in Belfast, after arrival up to departure)					Uk	Œ		Receipt	t(s) attached \square
Su	•		ાasા, anter arrivar u દ of Subsistence		206-00	UK£				
			ne to and from I				Rate @	Amount:	confirm	that supporting
Allo			0 (≈ £164) or		Currency	Amount	4	£		ts are attached
	əl	205-00	Starting outside EU						Cop	y of ticket(s) □
Air *	rav	204-00	Starting in EU but not UK		/€				+ boar	ding passes □
1	tı	204-00	Within UK		£				Receipt	:(s) attached □
*		205-00	Starting outside EU						Receipt	t(s) attached □
Ö	ת מ	204-00 Starting in EU but not UK		ut not UK	/€				Receipt	t(s) attached \square
O	כ	204-00	Within UK		£				Receipt	t(s) attached \square
*		205-00	Starting outside EU						Receipt	t(s) attached \square
 0	<u>g</u>	204-00	Starting in EU but not UK		/€				Receipt	t(s) attached □
Δ	۷	204-00	Within UK		£				Receipt	t(s) attached \square
*	_	205-00	Starting outside EU						Receipt	t(s) attached \square
/Sr	acl	204-00	Starting in EU but not UK		/€					• ,
Bus/*	S	204-00	Within UK		£					
		205-00	Starting outside	EU					th July – 8th Augus confirm that sureceipts are at Journal Trained Receipt(s) attained Receipt(s) attaine	
	Σ.	204-00	Starting in EU but not UK		/€					` '
Тахі*		204-00	Within UK		£					` '
				205-00	Starting ou	tside EU	1		•	
Su	bto	tal in UK£	E of Travel	204-00		EU but not l	JK			
				204-00	Within UK					
					in UK£ for	Travel & Su	bsistence	<u> </u>	1	
Le	ss a	ccompan	ying persons me	als/refreshr	nents - not p	repaid (Lun.	HvD. WR	2)	confirme	
			ocial events for a					7		
				. ,	0 1					
nights > 10, etc. if not prepaid) nights x £20										
Less Extras – including CD (1 st ESSHS, 2 nd Presentations, Photos), postage confirmed □							d □			
Grand Total in UK£ Checked & Agree							I & Agreed □			
			tal items in same c			av of School	G			

PAYMENT INFORMATION						Checked - Accounts□		
Your account details for reimbursement transfers								
First Name of Claimant:	Family Name:							
Home Address:								
Bank Name:								
Bank Branch & Address:								
Sort Code:	IBAN:			SWIFT:				
Account Name:		Account No:						
Additional information to Bank:								
Preferred currency:	Cheque issue: YES / NO Un			crossed: YES / NO				
Total reimbursed in UK£			£					
Cost Centre to be charged:	1-211-R-0203							
Date of Reimbursement:	Method:							
NOTE: VOLLADE ADVICED	TO KEED A CODY OF THE	S FORM AN	D 41.1	DECEMBE FO)D	VOLID DECORDS		

NOTE: YOU ARE ADVISED TO KEEP A COPY OF THIS FORM AND ALL RECEIPTS FOR YOUR RECORDS

I certify that this expenditure was <u>incurred solely for attending</u> the European Summer School on Hydrogen Safety at the University of Ulster, Belfast, and that the amounts claimed are in strict accordance with the prescribed rules.

Date: XDD/MM./20	07 Signed:	X	
		Claimant	
This claim is recommended	d for payment.	Initial check	
	, ,		rt P. Morley
Date:	Signed:		
Authorised	Signatory Name:	SCOBE/Faculty of Er	ngineering

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

"Notes on Reimbursement of Expenses & General Information"

Please submit this form by 30/09/2007 (and you must attach all original receipts) - if by post please send to:

Robert P. Morley Manager – Hydrogen Safety Programme

University of Ulster - FireSERT (Block 27) Jordanstown Campus Shore Road Newtownabbey, Co. Antrim, BT37 0QB Northern Ireland, UK

Tel. +44 (0)28 903 68222 Fax +44 (0)28 903 68726 E-mail: <u>rp.morley@ulster.ac.uk</u>