



Hydrogen Safety

CLAIM FOR TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES

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

First Name of Claimant:					Family Name:				
Country of Residence: Country of Na				intry of Natior	nality:			Rec'd SCOBE	Chk/App'd Finance
Organisation Name:						1 manee			
Organisation Address:									
Purpose of Visit: <u>KEYNOTE SPEAKER</u> EUROPEAN SUMMER SCHOOL ON HYDROGEN SAFETY, UNIVERSITY OF ULSTER, 30 th July – 8 th August 2007									
LON					OF CLAIM			oury o r	lugust 2007
Subsistence - Maximum daily allowance €140 (≈ £95)					Currency:		Amount: £		nat supporting are attached
- Ac		tion: Complete th ommodation max		UK£				nal Transfer 🗆	
		ation: Hotel or sim his line <u>ONLY</u> if s		campus	UK£			Receipt	s) attached □
Me sub	stract from t	S (please note that alcohol cannot be clair ct from total & delete from any supporting			UK£			Receipt	s) attached □
Travel to and from campus and hotel/restauran (whilst in Belfast, after arrival up to departure)				UK£			Receipt	s) attached □	
		2 of Subsistence		206-00	UK				
Transport - Home to and from Belfast - Allowance €600 (≈ £408) or			Currency	Amount	Rate @	Amount: £		hat supporting s are attached	
* 0	205-00	Starting outside	EU					Copy	v of ticket(s) □
Air * travel	204-00	Starting in EU but not UK		/€				+ board	ding passes □
t	204-00	Within UK		£					s) attached □
*	205-00	Starting outside EU		1.5					s) attached
Sea	204-00	Starting in EU but not UK		/€					s) attached
	204-00	Within UK		£					s) attached □
*	205-00	Starting outside EU		16					(s) attached \Box
Rail	204-00	Starting in EU but not UK		/€					s) attached \Box
	204-00 205-00	Within UK		L					s) attached □ s) attached □
Bus/ * coach	203-00	Starting outside EU Starting in EU but not UK		/€					s) attached \Box
Bu co:	204-00	Within UK		£					s) attached
	205-00			2					s) attached
ıxi *	204-00	Starting in EU but not UK		/€					s) attached \Box
Taxi	204-00	Within UK		£					s) attached \Box
			205-00	Starting out	side EU				
Subto	tal in UK	E of Travel	204-00	Starting in E		JK			
			204-00	Within UK					
			Subtotal	in UK£ for T	ravel & Su	bsistence			
Less accompanying persons meals/refreshments - not prepaid (Lun, HyD, WR))	confirmed		
Less Sunday Social events for accompanying persons - if not prepaid						confirme			
Less total accommodation provided (includes accompanying persons, extra nights > 10, etc. if not prepaid) nights x £30							confirme		
Less Extras – including CD (1 st ESSHS, 2 nd Presentations, Photos), postage							confirme		
Grand Total in UK£ Checked & Agreed □						& Agreed □			
Notes: * please total items in same currency in each categoryGrey areas for official use by UU only* UU Finance use www.xe.comrate, provided to you on final day of SchoolESSHS-EXP-KS-080813									

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 U		Ur	ncrossed: YES / NO			
Total reimbursed in UK£	·		£	-			
Cost Centre to be charged	1-211-R-0203						
Date of Reimbursement:	Method:						

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

I certify that this expenditure was incurred solely for attending 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: X DD	/MM./2007	Signed:	X				
			Claimant				
This claim is recommended for payment.			Initial check				
		2		Robert P. Morley			
Date:		Signed:					
	Authorised Sign	atory Name:	SCO	BE/Faculty of Engineering			

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

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