



European Summer School Hydrogen Safety

KS

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:			
Country of Residence:		Country of Nationality:		Dates:	Rec'd	Chk/App'd	
				Copied	SCOBE	Finance	
Organisation Name:							
Organisation Address:							
Purpose of Visit: KEYNOTE SPEAKER EUROPEAN SUMMER SCHOOL ON HYDROGEN SAFETY, UNIVERSITY OF ULSTER, 30th July – 8th August 2007							
DETAILS OF CLAIM							
Subsistence - Maximum daily allowance €140 (~ £95)			Currency:	Amount: £	confirm that supporting receipts are attached		
1-211-R-0203-206-	Accommodation: Complete this line <u>ONLY</u> if using campus accommodation max 10 nights @ £30 pn		UK£		Journal Transfer <input type="checkbox"/>		
	Accommodation: Hotel or similar - Complete this line <u>ONLY</u> if staying off-campus		UK£		Receipt(s) attached <input type="checkbox"/>		
	Meals (please note that alcohol cannot be claimed for - subtract from total & delete from any supporting receipt)		UK£		Receipt(s) attached <input type="checkbox"/>		
	Travel to and from campus and hotel/restaurants (whilst in Belfast, after arrival up to departure)		UK£		Receipt(s) attached <input type="checkbox"/>		
Subtotal in UK£ of Subsistence			206-00	UK£			
Transport - Home to and from Belfast - Allowance €600 (~ £408) or			Currency	Amount	Rate @ ⌘	Amount: £	
						confirm that supporting receipts are attached	
Air * travel	205-00	Starting outside EU				Copy of ticket(s) <input type="checkbox"/> + boarding passes <input type="checkbox"/> Receipt(s) attached <input type="checkbox"/>	
	204-00	Starting in EU but not UK	/ €				
	204-00	Within UK	£				
Sea *	205-00	Starting outside EU				Receipt(s) attached <input type="checkbox"/>	
	204-00	Starting in EU but not UK	/ €			Receipt(s) attached <input type="checkbox"/>	
	204-00	Within UK	£			Receipt(s) attached <input type="checkbox"/>	
Rail *	205-00	Starting outside EU				Receipt(s) attached <input type="checkbox"/>	
	204-00	Starting in EU but not UK	/ €			Receipt(s) attached <input type="checkbox"/>	
	204-00	Within UK	£			Receipt(s) attached <input type="checkbox"/>	
Bus/ * coach	205-00	Starting outside EU				Receipt(s) attached <input type="checkbox"/>	
	204-00	Starting in EU but not UK	/ €			Receipt(s) attached <input type="checkbox"/>	
	204-00	Within UK	£			Receipt(s) attached <input type="checkbox"/>	
Taxi *	205-00	Starting outside EU				Receipt(s) attached <input type="checkbox"/>	
	204-00	Starting in EU but not UK	/ €			Receipt(s) attached <input type="checkbox"/>	
	204-00	Within UK	£			Receipt(s) attached <input type="checkbox"/>	
Subtotal in UK£ of Travel		205-00	Starting outside EU				
		204-00	Starting in EU but not UK				
		204-00	Within UK				
Subtotal in UK£ for Travel & Subsistence							
Less accompanying persons meals/refreshments - not prepaid (Lun, HyD, WR)						confirmed <input type="checkbox"/>	
Less Sunday Social events for accompanying persons - if not prepaid						confirmed <input type="checkbox"/>	
Less total accommodation provided (includes accompanying persons, extra nights > 10, etc. if not prepaid) . . . nights x £30						confirmed <input type="checkbox"/>	
Less Extras – including CD (1 st ESSHS, 2 nd Presentations, Photos), postage						confirmed <input type="checkbox"/>	
Grand Total in UK£						Checked & Agreed <input type="checkbox"/>	
Notes: * please total items in same currency in each category ♣ UU Finance use www.xe.com rate, provided to you on final day of School						Grey areas for official use by UU only ESSHS-EXP-KS-080813	

