

**CLAIM FOR TRAVELLING EXPENSES AND SUBSISTENCE ALLOWANCES**

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

|   |   |                           |                           |                      |   |   |  |
|---|---|---------------------------|---------------------------|----------------------|---|---|--|
| First Name of Claimant:   |   |                           | Family Name:              |                      |   |   |  |
| Country of Residence:   |   | Country of Nationality:   |                           | Dates:<br>Copied     | Rec'd<br>SCOBE  | Chk/App'd<br>Finance                          |  |
| Organisation Name:  |   |                           |                           |                      |   |   |  |
| Organisation Address:   |   |                           |                           |                      |   |   |  |
| Purpose of Visit: <b>EC-FUNDED DELEGATES</b><br><b>EUROPEAN SUMMER SCHOOL ON HYDROGEN SAFETY, UNIVERSITY OF ULSTER, 21<sup>st</sup> - 30<sup>th</sup> July 2008</b>       |   |                           |                           |                      |   |   |  |
| <b>DETAILS OF CLAIM</b>   |   |                           |                           |                      |   |   |  |
| <b>Subsistence - Maximum daily allowance €105 (≈ £83)</b>   |   |                           | Currency:                 |                      | Amount:<br>£  | confirm that supporting receipts are attached |  |
| 1-211-R-0203-206-   | Accommodation: Complete if staying on campus actual nights up to maximum 10 nights @ £28.50 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"/>  |  |
| <b>Subtotal in UK£ of Subsistence</b>   |   |                           | <b>206-00</b>             | UK£                  |   |   |  |
| <b>Transport - Home to and from Belfast - Allowance €240 (≈ £189) or . . . . .</b>  |   |                           | Currency                  | Amount               | Official Rate ♣   | Amount:<br>£                                  | confirm that supporting receipts are attached  |
| Air *<br>travel   | 205-00  | Starting outside EU       |                           |                      |   |   | Copy of ticket(s) <input type="checkbox"/><br>+ boarding passes <input type="checkbox"/><br>Receipt(s) attached <input type="checkbox"/> |
|   | 204-00  | Starting in EU but not UK | / €                       |                      |   |   |  |
|   | 204-00  | Within UK                 | £                         |                      | 1.0000  |   |  |
| 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                 | £                         |                      | 1.0000  |   | 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                 | £                         |                      | 1.0000  |   | Receipt(s) attached <input type="checkbox"/>   |
| Bus/<br>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                 | £                         |                      | 1.0000  |   | 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                 | £                         |                      | 1.0000  |   | Receipt(s) attached <input type="checkbox"/>   |
| <b>Subtotal in UK£ of Travel</b>  |   |                           | 205-00                    | Outside EU           |   |   |  |
|   |   |                           | 204-00                    | Within EU but not UK |   |   |  |
|   |   |                           | 204-00                    | Within UK            |   |   |  |
| <b>Subtotal in UK£ for Travel &amp; Subsistence</b>   |   |                           |                           |                      |   |   |  |
| <b>Less</b> accompanying persons meals/refreshments - not prepaid (Lun, HyD, WR)  |   |                           |                           |                      |   | confirmed <input type="checkbox"/>            |  |
| <b>Less</b> Sunday Social events for accompanying persons - if not prepaid  |   |                           |                           |                      |   | confirmed <input type="checkbox"/>            |  |
| <b>Less</b> total accommodation provided (includes accompanying persons, extra nights > 10, etc. if not prepaid) . . . . nights x £28.50                                  |   |                           |                           |                      |   | confirmed <input type="checkbox"/>            |  |
| <b>Less</b> Extras - including: 3 <sup>rd</sup> ESSHS Presentations CD, Photo DVD, unreturned badges and/or adaptors, unreturned LAN cables, Sports membership, postage   |   |                           |                           |                      |   | confirmed <input type="checkbox"/>            |  |
| ↑ (£7 + £2 + £2 + £10 + £10 + £10 + ) = £   |   |                           | <b>Grand Total in UK£</b> |                      |   | Checked & Agreed <input type="checkbox"/>     |  |
| Notes: * please total items in same currency in each category<br>♣ UU Finance use <a href="http://www.xe.com">www.xe.com</a> rate, provided to you on final day of School |   |                           |                           |                      | <b>Grey areas for official use by UU only</b><br>ESSHS-EXP-D-080731-2 |   |  |

