

EXPENSES CLAIM FORM for ALPINE TECHNICAL DELEGATES



To be handed to the Organisers before departure.
Payment may be in cash, by cheque or by bank transfer as agreed.

EVENT	PLACE
NAME OF TD	EMAIL ADDRESS
DATE OF ARRIVAL	DATE OF DEPARTURE
DAILY ALLOWANCE NUMBER OF DAYS X £20	AMOUNT £
TRAVEL COSTS BY CAR / TRAIN / AIR FROM: (please attach receipts)	AMOUNT £
FOR BANK TRANSFER BANK SORT CODE ACC.NO.	TOTAL CLAIM £
SIGNATURE	DATE

BCR art. 602.5 Expense Accounts
The TD has a right to reimbursement for previously agreed travel expenses, single accommodation and meals during the assignment. The expenses of the TD must be included in the organisational budget for the event. In addition, for Calendar events held outside the UK, a fixed daily rate of £20 for two travel days plus each day of the assignment will be paid.