



EXPENSES CLAIM FORM

Claims for expenses may be made to the Honorary Treasurer by:-

- Those attending the UK CGS Council.
- Those on approved CGS business.
- Invited speakers at CGS Spring conference.

Applicants should have sought other sources of funding where possible. All claims must be submitted with receipts within 3 months of the date of the event.

All payments are at discretion and maximum payments may be imposed unless agreed in advance of the event with the Hon. Treasurer. If in doubt, please clarify with the Hon. Treasurer before incurring expenses.

Travel by public transport

Rail/tram/coach/bus fares will be reimbursed up to Standard (second) Class cost.

Airfares will be reimbursed at Economy Class cost.

Travel by private car

Where car mileage is requested, start and finish destinations should be indicated. The mileage allowance is 45p per mile (maximum 500 miles total per event, initial arrival and departure only) [28p/Km, to max. 800 Km].

Parking: up to £40 per event.

Total mileage claim plus tolls, congestion charge, parking etc, shall not exceed the equivalent Standard Class rail fare.

Travel by taxi

Taxi costs up to a maximum of £30 per fare, unless arranged in advance with the Hon. Treasurer (initial arrival and departure from event only).

Travel by bicycle

Bicycle mileage is 20p per mile.

Accommodation / subsistence

Overnight hotel accommodation for bed, breakfast and evening meal to a maximum of £180 per night (£200 in London), unless agreed in advance, and only for nights directly relating to the event.

Other subsistence only if agreed with the Hon. Treasurer in advance of the event.

Other expenses

Claims may be submitted for other incidental expenses incurred on UK CGS business, e.g. postage, photocopying etc.

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