



Registered Charity Number 1179467

## BSG EXPENSES CLAIM FORM

BSG pays out of pocket travelling expenses incurred through attendance at committee meetings. Members are entitled to claim for standard travel (rail, bus or air), or if travelling by car, the cost of fuel. All claims for expenses other than fuel costs **MUST** be accompanied by receipts. Receipts can be scanned and attached to this form. Please return completed claims to: [treasurer@geomorphology.org.uk](mailto:treasurer@geomorphology.org.uk)

**Name of Claimant**            [Click and type here]

**Purpose and date of expenditure**            [Click and type here]

### Details of Claims

Travel	Details	Amount (£)
1		
2		
<b>Out of Pocket Expenses</b>		
1		
2		
3		
4		
	<b>Total</b>	

### Details for payment

<b>Full name of account holder</b>	
<b>Account number</b>	
<b>Sort code</b>	
<b>IBAN (for international payments only)</b>	
<b>BIC (for international payments only)</b>	
<b>Full bank address (for international payments only)</b>	
<b>Full home address (for international payments only)</b>	

Signature of claimant ..... Date .....

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