Student Travel Expense Claim Form

Name: .....

Reasonable expenses will be reimbursed by UKFIET as follows:
Rail – standard class fares, booked in advance for best rates where practicable and using a rail card if possible. (Cost of rail card is not reimbursable).
Coach - standard fare, booked in advance if possible.

Expense Type	Description	Date	Amount
		TOTAL	

I confirm that the above amounts on this claim form, for which reimbursement is requested, have been duly expended by me on the items indicated solely for travel to an UKFIET event.

Your Name as it appears on the account: ……..

Bank details:

Sort Code……..

Account number……..

Signed:

Date:

Please return with receipts to : Sarah Jeffery s.jeffery@ukfiet.org ensuring that you have added a signature - this may be a copy of your signature, typed signature will not be accepted.