



Science Capital

8th Floor, 134 Edmund Street
Birmingham B3 2ES
Tel: 07810 444 960
Fax: 0121 212 7438
www.sciencecapital.co.uk
admin@sciencecapital.co.uk

SCIENCE CAPITAL EXPENSES CLAIM FORM

PLEASE COMPLETE THE FOLLOWING IN BLOCK LETTERS

To be completed by claimant

FULL NAME:

MAILING ADDRESS:

EMAIL ADDRESS (*for payment advice*):

I wish to claim the following expenses incurred by me in connection with:

- a) Speaker: Science Capital Meeting:
- b) Board (please specify)
- c) Other (please specify)

Date:

Rail fare

Bus fare

Use of car miles @ 45p per mile

Hotel

Subsistence

Other (*please specify*)

Total £

(NB. Receipts should be attached)

Please complete bank details below

Bank name:..... **Account name:**

Sort code: **Account number:**

IBAN number (*non-UK bank accounts only*):

SIGNED

DATE



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(Please return completed form to the Finance Director at the address listed above)

Notes for the guidance on reimbursement.

1. Science Capital will reimburse reasonable travel and subsistence expenses actually and necessarily incurred in connection with attending official Science Capital meetings and events. In all cases receipts must be retained and attached to expense claims.
2. Science Capital does not pay fees, either to individuals or their employers, for time expended on Science Capital business.
3. Science Capital expects individuals to respect its status as a company limited by guarantee and to travel by the most economical means. Public transport by standard class should normally be used in preference to private cars, first class rail travel or taxis. Advantage should also be taken of off-peak travel whenever possible.
4. Private cars may be used where it is impracticable to use public transport (e.g. where quantities of luggage have to be transported). In such instances individuals intending to use their private cars on Science Capital business must ensure, in advance of travel, that their motor insurance policies cover them for such use. Science Capital cannot accept liability for any loss or damage arising from an accident, theft or otherwise where an individual's insurance is found to be inadequate.
5. If a private car is used when it would have been possible to use public transport, reimbursement will be paid at the lower of the calculated mileage allowance or standard class public transport fare for that journey.
6. Where, unusually, air travel is involved travellers are asked whenever possible to book their tickets well in advance in order to take advantage of discounted fares and to use low cost carriers when available. The difference between an economy flight and a regular fare can amount to hundreds of pounds for one return journey.
7. The reasonable cost of meals actually taken while on Science Capital business will be reimbursed.
8. The cost of essential overnight accommodation will also be reimbursed and travellers making their own arrangements for such accommodation are requested to exercise restraint in the choice of hotel so as to minimise the costs.
9. In order to maintain flexibility no maximum amounts are laid down for subsistence and overnight accommodation but claimants may be asked to justify amounts claimed before reimbursement if their claims appear to be excessive.
10. The travel costs of accompanying partners or family members are not paid for by Science Capital. If special circumstances apply whereby reimbursement of such costs is required, travellers must obtain prior written agreement from the relevant director of Science Capital.
11. Expenses should be claimed by completing an expenses form obtainable from a Director or other attendant member of Science Capital's staff. Receipts covering amounts claimed must be attached to the claim form. Completed forms should be returned to the Company addressed to the Finance Director or other attendant member of Science Capital staff.