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| --- | --- | --- | --- | --- | --- | --- |
| Chartered Institute for ArchaeologistsExpenses Claim Form(see guidance notes overleaf) | | | | | | |
| Name: | | | | | | |
| Date of meeting/journey: | | | | | | |
| Amount | Expenditure  if travel please note travel from/to; mode of transport; and mileage if appropriate | | | | | Reason |
|  |  | | | | |  |
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|  |  | | | | |  |
| Total due: |  | | | | | |
| Details for BACS payments | | | | | | |
| Account in name of: | | |  | | | |
| Account number: | | |  | | | |
| Sort code: | | |  | | | |
| Email address: | | |  | | | |
| Please tick if you would like an email remittance sent | | | | | | |
| Signed (claimant): Date of claim: | | | | | | |
| For office use only | | | | | | |
| Approved by: | |  | | P /nominal codes |  | |
| Date paid: | |  | | | | |

**To ensure a fast and accurate response please make sure the form is fully completed with all receipts attached within a month of the expenditure.**

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Guidance for the completion of expenses claim forms

CIfA benefits from the support of organisations that allow staff members to serve on the Board of Directors, Advisory Council, committees and groups.

Occasionally, however, these organisations are not able to bear the additional financial burden of providing travel costs for staff travelling on behalf of CIfA. In these instances, CIfA can reimburse the costs of travel incurred by its representatives. We would ask, that representatives travel by the **most cost-effective means possible**, normally by standard class rail and taking advantage of best cost websites such as www.splityourticket.com. In exceptional circumstances other means of transport may be more appropriate for time-effectiveness or other reasons, or travel may require an overnight stay. In these instances, CIfA will reimburse the cost of the travel, accommodation (maximum £80) and meals (maximum £15 for breakfast and evening meal) provided these are **agreed in advance** with the Hon Treasurer, Chief Executive or the Head of Governance and Finance.

Should members need to travel by private car, mileage will be reimbursed at a maximum rate of 45p per mile. If you can accept reimbursement at a lower rate per mile, please indicate on the claim form and adjust the total due accordingly.

**To ensure a fast and accurate response please make sure the form is fully completed with the type of expenditure (eg travel) as well as the reason for expenditure (e.g. Validation committee meeting) and all receipts attached within a month of the expenditure.**

Those travelling on behalf of Area and Special Interest Groups should have their form approved by the Group’s Treasurer. However, CIfA staff can also do this where appropriate.

Please return the form to:

Chartered Institute for Archaeologists

Power Steele Building

Wessex Hall

Whiteknights Road

Earley

Reading

RG6 6DE

**Alternatively email the form and scanned copies of any receipts to finance@archaeologists.net**