

Chartered Institute for Archaeologists
Expenses 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 eg for Committee/Group etc

Total due:

Preferred payment method:

Cheque

BACS

Payable to:

Account name:

Postal address:

Account number:

Sort code:

Email address:

Please tick if you would like a copy of your claim

Signed (claimant):

Date of claim:

Approval (by Group treasurer)

Office use only

Approved by:

Date paid

Date:

Cheque no/BACS ref:

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.



Guidance for the completion of Expenses Claim Forms

CifA benefits from the support of organisations that allow staff members to serve on the Executive, Council, committees.

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 is able to reimburse the costs of travel incurred by its representatives. We ask that committee and Council members 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. Such costs will need to be checked with the Group Treasurer in order to check they fall within the agreed group budget for that year.

Those travelling on behalf of Special Interest and Area Groups should ask their Group treasurer to approve expenses at the appropriate committee meeting. Ideally, the Group treasurer (or another Officer of the committee if they are not present) should collate signed forms and receipts from travel at the meeting and send in to the CifA Office having approved and noted the expenditure. We understand that in some circumstances this may not be possible, in which case we ask the Group treasurer to sign the form to approve payment of these expenses and individual committee members can send them in separately.

Should committee members need to travel by private car, mileage will be reimbursed at a maximum rate of 45p per mile. If you are able to 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 expenditure (eg Finds Group committee meeting) and all receipts attached within a month of the expenditure.

We are also moving away from cheque payments to BACS payments so please ensure that you give us your bank details. If you have already done this you can tick BACS and write existing payee.

Please return the form to: Chartered Institute for Archaeologists
Miller Building, University of Reading, Reading, RG6 6AB