



Expenses Claims Form

All sections of this form should be completed then sent, with receipts attached, to:

Ice2sea Programme Office

British Antarctic Survey
High Cross
Madingley Road
Cambridge
CB3 0ET
United Kingdom

SECTION A – Please complete in BLOCK LETTERS

PERSONAL DETAILS

Surname.....Title (Mr/Mrs/Miss/Ms/Dr/Prof).....

Forename(s).....

Institution.....

Address.....

.....Country.....

Email.....Tel. Number.....

BANK DETAILS

Name of Bank.....

Account Holder.....

Address of account holder:.....

.....

Town/City.....

Postcode..... Country

For UK accounts:

Sort Code.....Account Number.....

For non-UK accounts:

IBAN.....

SWIFT code.....

SECTION B Claim Details

Purpose of travel.....

Location.....

TRAVEL COSTS

1 Date	2 Dep.	3. Arr.	4. Mode of travel	5 Full particulars of journey and charges. <i>Receipts must be attached</i>	6. Distance (car journeys only)	7 Cost: (£ OR € - please state)
Total						

OTHER EXPENSES

Date	Details	Costs (£ or €)
Totals		
Grand Total:		



Declaration: I declare that the expenses charged herein have been actually and necessarily disbursed by me solely on ice2sea business, and that the allowances charged are in accordance with EC rules.

Name:	Signature	Date
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For office use:

Authorised:

Date Received.....	Signed
	Date.....