RSC-BMCS (Biological and Medicinal Chemistry Sector)

International Travel Prize 2021 Claim Form

|  |
| --- |
|  |
| Meeting |  |
|  |
| Date |  |
|  |
| Title (eg Mr) |  | First Name |   |
|  |
| Last Name |  | Job title |  |
|  |
| Organisation |  |
|  |
| Address |  |
|  |
| Tel |  | Fax |  |
|  |
| E-mail |  |
|  |

**Claim Guidelines**

* + - * Your first claim item should be your registration fee.
* Your second claim item may be travel and accommodation expenses. Only second class or budget travel, and accommodation in a budget hotel will be reimbursed. Essential mileage may be claimed at 40p/mile; taxis within UK are not covered.
* The maximum of any claim shall be £2000
* Expenses which do not fall within these guidelines may not be paid
* Successful travel award applicants must submit their completed claim form with receipts to the Secretary of BMCS within 30 days of the end of the conference.

|  |  |  |
| --- | --- | --- |
|  |  | £ sterling |
| Registration fee | £ |  |
| Rail and bus fares | Standard class |  |
|  |  |  |
| Air fares | Apex, economy or cheap carrier |  |
| Mileage (essential only) | ….. miles @ …..40p/mile |  |
| Accommodation |  |  |
| Meals |  |  |
| Other (please specify) |  |  |
| **Total amount claimed** |  |  |

Receipts must be provided for each item claimed.

Signed: ...................................................................................... Date: .....................................

**Instructions for payment**

Payment by bank transfer

Bank name ..........................................................................................................................

Bank address ..........................................................................................................................

 ..........................................................................................................................

 ..........................................................................................................................

Account name ..........................................................................................................................

Sort code ………………………….….. Account number ……………….…………

BIC/SWIFT code ……………………………… IBAN code ……………………….………..