**The Joint Mathematical Council of the United Kingdom**

A Charitable Incorporated Organisation
Registered with the Charity Commission for England and Wales, Registered Charity Number: 1171223

Registered Office: De Morgan House, 57-58 Russell Square, London, WC1B 4HS

**Expenses Claim**

**1 Your details**

|  |  |
| --- | --- |
| your name |  |
| your email address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Please tick here for payment by BACS.*(please give details below)* |  | Please tick here for payment by cheque.*(please give details below)* |  |
| account name |  | payee’s name |  |
| account number |  | payee’s address*(please include payee’s**postcode)* |  |
| sort code |  |
|  |  |

**2 The activity for which expenses are being claimed**

|  |  |
| --- | --- |
| name of the activity |  |
| date of the activity |  |
| other information |  |

**3 The expenses being claimed** *(Please provide original or clear scanned copies of receipts.)*

|  |  |  |
| --- | --- | --- |
| date | description | cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL £ |  |

**4 Declaration**

In incurring these expenses I have exercised reasonable economy and these expenses have either been incurred exclusively on JMC business or they represent a fair apportionment of expenses where other business has been undertaken alongside JMC business.

|  |  |  |
| --- | --- | --- |
| signed  | date | FOR TREASURER’S USE |

Please send completed expenses claims to treasurer@jmc.org.uk (see [JMC website](http://www.jmc.org.uk/officers.htm) for postal address).

The JMC seeks to meet the difference between costs incurred by representatives in attending meetings, and their normal expenditure. Thus:

* Travelling expenses are normally paid in full on the basis shown below.
* The payment made for meals recognises that the cost of a lunch, for example, is likely to be higher than ‘at home’.

Those representing the JMC, and trustees or others invited to JMC meetings, may claim repayment of expenses as follows:

* Travelling expenses: standard public transport fare at the cheapest rate available (please buy advance/cheaper split tickets where possible). Alternatively, where significant time and/or money savings would be made, car travel at 40p per mile.
* Incidental expenses such as necessary car parking.
* Lunch: up to £6.00 where a lunch is not otherwise provided
* Evening Meal: Up to £20.00 in London, £16.00 elsewhere
* Hotel: up to £85.00 in London and £60.00 elsewhere for bed and breakfast accommodation.

The JMC may decline to repay other non-standard expenses, unless the treasurer has given prior approval for these expenses to be incurred. Payments are made when supported by receipts