

# Conference 2026 Expense Form

<b>Name:</b>	
<b>Payee Name:</b> <i>(if different from above)</i>	
<b>Bank Name:</b>	
<b>Bank Account Number:</b>	
<b>Bank Sort Code:</b>	
<b>Email address:</b> <i>(for remittance)</i>	

To avoid any delays reimbursing expenses members are advised to read the Member Expenses Policy available on the Equity website. One form should be submitted for the whole conference.

Travel – as applicable		
<b>Rail fare</b> Tick if railcard used	attach tickets/receipt	£
<b>Car Travel</b>	miles x 45p	£
<b>Cycle Use</b>	miles x 20p	£
<b>Parking/Toll</b>	attach receipt	£
<b>Taxi</b>	attach receipt	£
<b>Air Fare</b>	attach receipt	£
<b>Local Public Transport</b>	attach receipt	£

Claims for 1<sup>st</sup> class rail, parking, taxis and air fares must be approved in advance.

Meals – as applicable. Receipts must be provided.		
<b>Breakfast</b>	if leaving home before 7.30am – up to £10.00	£
<b>Lunch</b>	if in full attendance at a whole day meeting – up to £15.00	£
<b>Dinner</b>	up to £30.00	£

*2 meals can be claimed if away from home for 12+ hours and 1 meal if away from home for 8-12 hours. If staying overnight and eligible for 3 meals, you can now claim for £55 spread across all 3 meals.*

Lunch on Sun/Mon and dinner on Sat/Sun are provided and so cannot be claimed.  
Breakfast is provided if staying at the hotel and so cannot be claimed.

Other – please specify	
<i>Any claims must be in line with the Member Expenses Policy &amp; receipts must be provided.</i>	
	£

**Total** £

<b>Signed:</b>	<b>Approved:</b>	<b>Date:</b>
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