

Members Meeting Expense Form

Name:	
Payee Name: <i>(if different from above)</i>	
Date:	
Meeting(s):	

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 per day.

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

Accommodation		
Hotel	Paid for by individual – attach receipt	£

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

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

Total £

Signed:	Approved:	Date:
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