






Travel expenses claim form

Thank you for attending Findacure's meeting.

This form is intended for:

-  Rare disease patients, patient groups and charity representatives attending Findacure's patient training workshop.
-  Mentees and mentors on Findacure's peer mentoring programme, attending peer mentoring events.
-  Members of Findacure's Scientific Advisory Committee and Patient Engagement Committee attending committee meetings.

Making an expenses claim

To make your claim, please complete the following form.

Findacure will reimburse travel expenses in full up to the total value of £75.00 per person*. For claims exceeding this amount, Findacure can only guarantee further reimbursement if this has been agreed through prior communication with the charity.

All expenses, other than mileage, must be accompanied by a valid receipt.

Submitting your claim

Once complete, please email your form to finance@findacure.org.uk alongside copies of your receipts.

Expenses must be received within four weeks of the meeting and we endeavour to process claims within two weeks of receipt.

Please ensure the email subject line includes your name, name of meeting attended and the date of meeting **e.g. John Smith Expenses, Fundraising Workshop, 27th June 2019.**

**contingent on compliance with our expenses policy.*

Expenses form

Name: _____

Meeting attended: _____

Meeting date: _____

Public transportation costs

Method of transport	Cost	Total (GBP)

Private car (14p per mile)

Start location	End location	Total mileage	Total (GBP)

Accommodation

(please note, we are only able to reimburse accommodation costs when this has been agreed through prior contact with Findacure)

Accommodation	Cost	Total (GBP)

Expenses total

Payment details

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Findacure will reimburse your expenses via bank transfer. Please fill out the following section with details of the account you would like to be refunded.

Bank details	
Name of bank:	
Account holder name:	
Account number: (N.B this should be an 8 digit number)	
Sort code:	