



**Expense Claim form**

**Please submit hardcopy with tickets & receipts to** Susanne Padel  
IRS, Llanbadarn Campus  
University of Wales, Aberystwyth, SY23 3AL, UK

**(1) Workshop participants and organisation to be paid**

Name of participant(s)  
SAFO Partner No  
Name of organisation (for payment)  
Address (of organisation to be paid)


**( 2) IBAN and Bank details (essential)**

Name of account holder  
IBAN (International Bank Account Number)  
BIC (Bank identifier code) or SWIFT code  
Account No  
Name of bank  
Full bank address (essential without IBAN)


**(3) Currency and Euro exchange rate**

National currency (if not Euro)  
Euro exchange rate at time of meeting


**( 4) Details of expenses**

Please enclose tickets for flights & public transport and receipts for other expenses

	National	Euro	Euro Total
<b>Travel to meeting</b>			
Flight			
Train and public transport			
Car, Length of journey in km (miles)			
Car registration number			
Rate per km (or mile)			
Total car travel			
Accommodation: No of nights/rate per night			
Total accommodation			
Meals			
<b>Total</b>			

**( 5) Signature**

I hereby certify that the expenses above have been incurred for the sole purpose of attending a SAFO workshop

Signature

Place

Date

## Notes

Electronic copies of the claim form can be downloaded from the website [www.safonetwork.org](http://www.safonetwork.org)

**(1) Workshop participant organisation** Please provide your name and the name and address of the organisation that you represent at the SAFO meeting. You can submit a joint claim for more than one person from the same organisation on one form.

**(2) IBAN and/or bank details:** IBAN is an account identifier containing all the information needed to route a cross-border payment order through any national clearing system (i.e. national bank code and the account number itself). Please contact your bank to obtain the IBAN for your account. For further information about IBAN see <http://www.ecbs.org/iban.htm>

Please also provide the name of the bank to which the expenses are to be paid. If you do not quote the IBAN it is essential to provide the full address of the bank and the international bank sort code.

**(3) Currency and Euro exchange rate:** UWA will issue payment of all expenses in Euros (except for UK participants). National currencies other than the Euro must therefore be converted (automatically if the form is filled in electronically, see note (5))

**(4) Details of expenses:** All participants must submit tickets for travel by public transport and receipts for all other costs wherever possible. You are expected to make use of reasonably inexpensive transport options.

**(5) Spreadsheet calculation** The spreadsheet will convert national currency in the column 'Euro Total' if the exchange rate has been filled in. If no exchange rate is given amounts entered in the Euro column will be transferred automatically to the column 'Euro Total'.

**(5) Signature:** Please do not forget to sign your form.

**Please return hard copy with tickets/receipts to** Susanne Padel  
IRS, Llanbadarn Campus  
University of Wales, Aberystwyth  
Aberystwyth SY23 3AL  
Great Britain

If you have any questions, please contact [sxp@aber.ac.uk](mailto:sxp@aber.ac.uk)