



EXPENSES CLAIM FORM



RECEIPTS ARE REQUIRED FOR ALL EXPENDITURE EXCEPT
USE OF OWN CAR

Name: _____ Meeting Attended: _____

Association: _____ Office Held: _____

Venue of Meeting: _____ Date of Meeting: _____

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Rate of Exchange Used: (please note that you to convert your currency to claim in Euro) NOTE: Use the rate 7 days before date of main RT meeting from www.oanda.com/convert/classic | | |
| 1. Travel Cost | Single/Return Economy Air Fare/Ferry/2nd Class Rail/ Car Hire (Include Petrol) | |
| | Use of own car <input type="text"/> km @ EUR <input type="text"/> | 0.25 |
| | Use of own car <input type="text"/> km @ EUR <input type="text"/> | 0.30 |
| | NOTE: No claim should be made if your company pays your private petrol. Otherwise, claim the lower amount if you used a company car and the higher amount if you used a private car. | |
| | Local Taxis/Buses/Trains <input type="text"/> | |
| | Car Parking <input type="text"/> | |

SUBTOTAL

2. Deductions

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| | |

TOTAL CLAIM

Banking details for reimbursement purposes:

Account Name: _____ Account Number: _____

Bank Name: _____ Branch Name: _____

Branch Code: _____ Branch Address: _____

IBAN or SWIFT CODE: _____ (Delete which is not applicable)

Signature of Claimant: _____ Date: _____

Expenditure Authorised: _____ Date: _____

Authorisation must be by the RTI Treasurer (whose own claim must be authorised by the RTI President)
All claims to be submitted within 28 days of the date expenditure incurred - treasurer@rtinternational.org
(Unless otherwise specified in RTI Constitution)

Total Reimbursed in EUR

Notes by RTI Treasurer:
Ref Number: