

**UKEMS Expenses Claim Form**

|  |  |
| --- | --- |
| Name |  |
| Surname |  |
| Bank Holder Name |  |
| Bank Name & Address |  |
| Bank Details fill in relevant section | |
| UK based account |  |
| Account no |  |
| Sort Code |  |
| Non UK, non USA based accounts | |
| IBAN |  |
| BIC|SWIFT |  |
| USA based accounts | |
| Routing no |  |
| Sort Code |  |

Please fill in the details of attached receipts:

|  |  |  |
| --- | --- | --- |
| Currency | Amount | Description• |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*Where you are claiming mileage please note the allowance is calculated as: 0.45p for the first 100 miles and 0.25p thereafter.

Please return your completed form to [ukems@affnityevents.co.uk](mailto:ukems@affnityevents.co.uk)

UKEMS, c/o Alexander Sloan Accountants & Business Advisers, 1 Lochrin Square, 92-98 Fountainbridge, Edinburgh, EH3 9QA