**Conference Expenses Claim Form 2016**

**Delegate Name :**

**Position :**

**Club :**

|  |  |  |
| --- | --- | --- |
| **Date** | **Description and Reason** | **Amount** |
|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |
|  | **TOTAL CLAIMED £** |  |

I certify that this expenditure was incurred for and on behalf of the Association of Intervarsity Clubs

 Signed...................................................... Dated................................

 Authorised (AIVC Committee Member)

 ................................................................ Dated................................

Please complete and sign this from, attach receipts and, then pass to the AIVC Treasurer.

This document may be forwarded electronically to the AIVC Treasurer provided it is accompanied by scanned invoices/receipts.

You may post the form and accompanying receipts to the AIVC Treasurer:

Forwarding details can be obtained by contacting treasurer@ivc.org.uk.

**Mileage rate** is **25 pence** per mile, round trip mileage.

**Please note** only **one** mileage claim will be reimbursed for each club.

**Rail fares** are **standard class only**, and should be the cheapest available, **ADVANCE TICKET** using Trainline or similar to obtain the best price.

Other rail fare claims will be reported to the AIVC Committee for consideration at their next available meeting prior to reimbursement.

Your claim will be reimbursed by your IVC Club. The AIVC Treasurer will deduct the costs from your Club's Levy charges and notify your Club of the sum to be reimbursed to delegates.