

Expenses Claim Form						
Name of claimant: Name of contracting company: EMA Project Number						
Travel Tickets to UK	Departure & arrival times & date of outbound travel	Flight number and Destination	Departure & arrival times & date of outbound travel	Flight number and Destination	Amount in Foreign Currency	Amount in Euro
<i>Attach original boarding pass where applicable, plus copy of travel tickets or e-ticket</i>						
Sub-total					0	0
Travel Tickets outside UK	Departure & arrival times & date of outbound travel	Flight number and Destination	Departure & arrival times & date of outbound travel	Flight number and Destination	Amount in Foreign Currency	Amount in Euro
<i>Attach original boarding pass where applicable, plus copy of travel tickets or e-ticket</i>						
Sub-total					0	0
Travel - Mileage	Date of travel	Destination	Departure point	Mileage*	Amount in Foreign Currency	Amount in Euro
Sub-total					0	0
Accommodation in UK	Arrival date	Hotel & location	Length of stay (number of nights)	Room rate per night**	Amount in Foreign Currency	Amount in Euro
<i>Attach original hotel account</i>						
Sub-total					0	0
Accommodation outside UK	Arrival date	Hotel & location	Length of stay (number of nights)	Room rate per night**	Amount in Foreign Currency	Amount in Euro
<i>Attach original hotel account</i>						
Sub-total					0	0
Subsistence in UK	Meeting start date	Reason for visit	Meeting end date		Amount in Foreign Currency	Amount in Euro
<i>Daily subsistence allowances cover meals, local travel and all other incidental expenses, except in certain circumstances as described in the reimbursement rules</i>						
Sub-total					0	0
Subsistence outside UK	Meeting start date	Reason for visit	Meeting end date		Amount in Foreign Currency	Amount in Euro
<i>Daily subsistence allowances cover meals, local travel and all other incidental expenses, except in certain circumstances as described in the reimbursement rules</i>						
Sub-total					0	0
Other						
TOTAL					0	0
Exchange rate used € 1.00 =						
Signed				Claimant		
Signed				Authoriser		
Signed				DRP		