

The Macaulay Land Use Research Institute

# CLAIM FORM: Travel and Subsistence



Cheque payable to:

Address:

## EXPENSES CLAIMED: (Please attach receipts for all claims)

	Currency 1 <sup>(1)</sup>	Amount 1	Rate <sup>(2)</sup>	Currency 2 <sup>(3)</sup>	Amount2
<b>Flight, train, bus, taxi</b>					
<b>Personal Car : (currency/km (miles)</b>	rate used in your institute/country			Currency 2 <sup>(3)</sup>	Amount2
number of km :					
<b>Accommodation</b>	Currency 1 <sup>(1)</sup>	Amount 1	Rate <sup>(2)</sup>	Currency 2 <sup>(3)</sup>	Amount2
<b>Other</b>	Currency 1 <sup>(1)</sup>	Amount 1	Rate <sup>(2)</sup>	Currency 2 <sup>(3)</sup>	Amount2

Signature of participant:	Date:	<b>TOTAL</b>	
Approved:	Date:		<b>Amount claimed</b>
			Code: E4370687311

Notes:  
 (1) currency in which you paid the amount (currency on your receipt)  
 (2) "rate" is the bank's **buying** rate at the time of the workshop between currency 1 and 2  
 (3) currency in which you want to be paid back  
 if you do not know which rate per km to use, we'll use our own