The Joint Mathematical Council of the United Kingdom

A Charitable Incorporated Organisation
Registered with the Charity Commission for England and Wales, Registered Charity Number: 1171223
Registered Office: De Morgan House, 57-58 Russell Square, London, WC1B 4HS

Expenses Claim

1 Your details

your name	
your email address	

Please tick here for payment by BACS. *(please give details below)*		✓	Please tick here for payment by cheque. *(please give details below)*		
account name			payee's name		
account number			payee's address *(please include payee's postcode)*		
sort code					

2 The activity for which expenses are being claimed

name of the activity	
date of the activity	
other information	

3 The expenses being claimed *(Please provide original or clear scanned copies of receipts.)*

date	description	cost
	TOTAL £	

4 Declaration

In incurring these expenses I have exercised reasonable economy and these expenses have either been incurred exclusively on JMC business or they represent a fair apportionment of expenses where other business has been undertaken alongside JMC business.

signed	date	FOR TREASURER'S USE

Please send completed expenses claims to treasurer@jmc.org.uk

The JMC seeks to meet the difference between costs incurred by representatives in attending meetings, and their normal expenditure. Thus:

- Travelling expenses are normally paid in full on the basis shown below.
- The payment made for meals recognises that the cost of a lunch, for example, is likely to be higher than ‘at home’.

Those representing the JMC, and trustees or others invited to JMC meetings, may claim repayment of expenses as follows:

- Travelling expenses: standard public transport fare at the cheapest rate available (please buy advance/cheaper split tickets where possible). Alternatively, where significant time and/or money savings would be made, car travel at 55p per mile.
- Incidental expenses such as necessary car parking.
- Lunch: up to £6.00 where a lunch is not otherwise provided
- Evening Meal: Up to £20.00 in London, £16.00 elsewhere
- Hotel: up to £85.00 in London and £60.00 elsewhere for bed and breakfast accommodation.

The JMC may decline to repay other non-standard expenses, unless the treasurer has given prior approval for these expenses to be incurred. Payments are made when supported by receipts