The Institution of
StructuralEngineers

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Expenses claim form (submit one per company)

I am claiming expenses for:

Institution ☐ IStructE Ltd ☐ SER Ltd ☐

Travel expenses - *(**Important:** You must answer these questions before mileage expenses can be paid).*

I use my private car on Institution business:	Yes ☐	No ☐
If yes - I have class 1 insurance cover which includes business use:	Yes ☐	No ☐

Date	HQ contact and meeting attended	Journey details (include start and end of journey)	Net £	VAT £	Total £

Other expenses

		Grand Total			

Preferred payment method is by direct bank credit - *If you haven't previously given us your bank details, please do so below (for non-UK payments please also include your swift or routing code).*

Account name:	Bank sort code:
Account number/IBAN:	Swift/routing code:

Alternative payment method - Please make cheque payable to:

Name:	Email address (for remittance advice):
Address:	

Declaration - *I declare that this is a true statement of expenses incurred on Institution business and complies with the current expenses policy. Details of the policy can be found at www.istructe.org/expenses*

Date of claim:	Signature of claimant:	Print name:

INSTITUTION STAFF ONLY

Cost Centre	£	Approved	Date	Cost Centre	£	Approved	Date