

In order to receive reimbursement of expenses for the TOOLS2010 please complete the University of Southampton's 'Claim for Travelling Expenses' form.

Your reimbursement will be paid by cheque and can be paid in GB pounds, Euros or US dollars. Please convert your sterling receipts to Euros/US dollars using the current exchange rate from [www.oanda.com](http://www.oanda.com) or if you make your purchases using a credit card, please use the rate they have applied to your transaction.

### **Travel Expenses**

Please attach **ORIGINAL** receipts (not credit/debit card slips) detailing dates of travel and cost incurred.

Travel must be by the most economical means possible ie first class travel will not be reimbursed. There is a maximum budget amount for each participant depending on the distance travelled, according to the table below:

<b><u>Distance1 (km)</u></b>	<b><u>Maximum contribution</u></b>
< 500	€250
500< 1000	€500
1000< 1500	€750
1500< 2500	€1000
2500< 5000	€1500
5000< 10000	€2000

### **Food Expenses**

Please attach **ORIGINAL** receipts (not credit/debit card slips). These receipts should be itemised, clearly showing what was purchased and cost incurred. Alcohol will not be reimbursed. If you are claiming for other delegates from the TOOLS conference, please clearly state their name on the claim form.

### **How To Complete the Form**

Please see the reverse of this document for an example of the claim form.

1. Please complete your full address so that we can send you your cheque.
2. Please enter dates from and to that you travelled.
3. Please complete details of your travel. You must also state that travel was for the TOOLS2010 conference.
4. Enter any amounts here for train, bus, coach, plane expenses. Please enter the amounts in the currency that you wish to be paid in.
5. Enter any amounts here for food. Please enter the amounts in the currency that you wish to be paid in.
6. Make sure that you sign the claim form, unsigned claims will be returned and result in a delay in payment.

Payment time is approximately four weeks from when you submit the expenses form to us. The address for completed claims is,

Miss Nicki White  
Finance and HR Manager  
School of Physics and Astronomy  
University of Southampton  
Southampton  
SO17 1BJ

+44 2380 593173  
nw2@soton.ac.uk

