

Project Ref

Cost Centre

TRANSACTION REF.

A/C

EXPENSE CLAIM FORM

Please note that your claim must be submitted within three months of the meeting taking place and must comply with CEPR travel guidelines (<http://www.cepr.org/meets/meets2.htm>). We are not able to process claims received after this date.

Please note that a separate Expense Claim Form must be completed for each different CEPR conference or workshop that you attend.

First Name	<input type="text"/>	Surname	<input type="text"/>
Address (to which your reimbursement should be sent)	<input type="text"/>		
Telephone No.	<input type="text"/>	Email	<input type="text"/>
Meeting Date	<input type="text"/>	Meeting name	<input type="text"/>

<u>Claimed amounts summary</u>	<u>Code</u>	Local Currency Amount*	FOR INTERNAL USE ONLY	
			€Euro	Payment Currency
Travel - Air	<i>Please provide details overleaf</i>	53413	€	
Travel - Taxi	<i>Please provide details overleaf</i>	53415	€	
Travel - Other	<i>Please provide details overleaf</i>	53413	€	
Accommodation	<i>Please provide details overleaf</i>	53147	€	
Subsistence	<i>Please provide details overleaf</i>	53149	€	
Other	<input type="text"/>		€	
			Total	<input type="text"/>

*CEPR will perform currency conversions based on the rate at the first day of the meeting. Any claim exceeding CEPR maximum reimbursement rates without prior approval will be capped at the maximum.

Payment Method

Payment Type	Bank fees**	Select one
Sterling cheque (UK residents only)	No known fees	
Sterling bank transfer to UK sterling account (UK residents only)	No known fees	
Sterling bank transfer to any other account (UK residents only)	Minimum fee £10	
Euro Cheque	No known fees	
Euro bank transfer to any account	Minimum fee €17	
US dollar cheque	No known fees	

** Bank fees are deducted from your claim. Note that your receiving bank may add additional charges. We regularly review our banking arrangements and will always seek to keep any charges as low as possible.

Account Details

Account Holder	<input type="text"/>	Sort (UK) or IBIC code	<input type="text"/>
Bank	<input type="text"/>	Account(UK) or IBAN no.	<input type="text"/>
Bank Address	<input type="text"/>		

I confirm that the expenses claimed on this form have been actually and necessarily incurred by me, solely for CEPR business, and that I have not claimed for them from another source.

Signed by claimant	<input type="text"/>	Date	<input type="text"/>
Approved by CEPR	<input type="text"/>	Date	<input type="text"/>

DETAILS OF CLAIM

Please be sure to keep your claims within specified guidelines

For full details of our reimbursement policy see <http://www.cepr.org/meets/meets2.htm> or contact Rachel Bedford

1. TRAVEL - AIR

Unless previously indicated by or arranged with CEPR the following air fare limits will apply:

Within Europe €400, Israel \$700, USA/Canada East Coast \$700, USA/Canada West Coast \$900

Date	From/to	Currency Type	Local Currency Amount
Total air travel (carry forward to summary overleaf)			

2. TRAVEL - OTHER

Unless previously indicated by or arranged with CEPR, CEPR will make a contribution towards local travel costs, up to a maximum of €50

Taxis

Date	From/to	Currency Type	Local Currency Amount
Total taxis (carry forward to summary overleaf)			

Other Travel

Date	From/to	Currency Type	Local Currency Amount
Total other travel (carry forward to summary overleaf)			

3. ACCOMMODATION - HOTEL

Date	City	Currency Type	Local Currency Amount
Total accommodation (carry forward to summary overleaf)			

4. SUBSISTENCE

If lunch or dinner is not provided by the organizers, participants may claim up to a maximum of €15 per lunch and €30 per dinner for the days of the conference

Date	City	Currency Type	Local Currency Amount
Total subsistence (carry forward to summary overleaf)			

Explanatory Notes

This section should be completed when unusual circumstances or expenses require explanation

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**PLEASE RETURN THIS FORM WITH YOUR TICKETS AND/OR ORIGINAL RECEIPTS TO:
Rachel Bedford, Meetings Manager, CEPR, 90-98 Goswell Road, London, EC1V 7RR, UK
Tel: (44) 20 7878 2900, Fax: (44) 20 7878 2999**