



Expenses claim form

To allow us to process your expense claim, you should complete and return this form to admin@baaudiology.org and finance@baaudiology.org at CJ Association Management Ltd (CJAM).

CJ Association Management Ltd are the Association Management Company for the British Academy of Audiology.

- Once payment is processed CJAM will only hold onto your details for financial purposes. Your details will not be used or stored for any other purpose.
- We can confirm that your data will not be transferred outside the EEA.
- I am happy for CJ Association Management Ltd to process my personal data for the purposes of processing this expense form.

(For HTS examination please complete the sections in red)

Date(s):

Candidate/Student:

Carried out at:

Please tick one of the following expenses boxes

Date of meeting/s:

Venue/s:

- | | |
|---|--|
| <input type="checkbox"/> 7130 Board Meeting | <input type="checkbox"/> 7110 Training Course (attending) |
| <input type="checkbox"/> 7200 Publicity & comms Committee | <input type="checkbox"/> 7201 Regional Groups |
| <input type="checkbox"/> 7202 Early Professionals Committee | <input type="checkbox"/> 7210 Service Quality Committee |
| <input type="checkbox"/> 7215 Prof Development Committee | <input type="checkbox"/> 7216 Edu, Accred & Reg. (EAR) Committee |
| <input type="checkbox"/> 7221 HTS Committee | <input type="checkbox"/> 6961 Conference |
| <input type="checkbox"/> 7220 EDIA Committee | <input type="checkbox"/> 6300 HTS Accreditation Visit |
| <input type="checkbox"/> 6301 HTS Examiners Meeting | <input type="checkbox"/> 6302 HTS Examination/Assessment |

Other Specify:

	Item/Description	Amount
1		
2		
3		
4		
5		
6		
Total Amount Claimed		£

Name:

Signed: (Please print)

Address:

.....

.....

Postcode: Tel:

Email (needed if you want remittance advice):

Date expenses submitted:

Trust Re-Imbursement

Amount Claimed (£65 per day):

Cheque made payable to (third party):

Name of Hospital/Trust:

Address:

Payments are made by BACS, please provide the following information:

Bank Name:	
Bank Address:	
Account name:	
Account number:	
Sort Code:	

Notes on Expenses

- Receipts must be submitted for all claims
- Claim forms should be completed in full
- Where mileage expenses for individual journeys will exceed £50.00 consideration should be given to the use of public transport as a cheaper alternative.
- The Treasurer will deny payment for incomplete claims
- Claims not submitted within one month of the event can be refused payment. Any claims submitted over 3 months old will not be considered for payment
- BAA financial year end is the 31st March each year. Please ensure claims are submitted promptly at year end.
- **The trust re-imbursement part of the form allows you to claim a fee for every day that you are out of work on HTS business. If you have taken your own time and are claiming a Consultancy Fee (£195 per day) we must receive a letter from your manager stating that you were on annual leave.**
- **If you are claiming the HTS consultancy fee it is your responsibility to check if this needs to be declared as income with HMRC**

Expenses can be claimed for the following items: -

- Second class return rail / bus fare.
- Mileage from home to place of meeting / examination where a petrol receipt is provided as per the Expenses Policy.
- Incidental local travel / parking fees.
- Overnight accommodation - maximum of £90 per night B & B and maximum £120 per night B & B London. Budget hotels such as Premier Inn and Travelodge should be used where possible.
- An allowance of £15 (max) will be made for evening meals on production of receipts.
- A reimbursement of up to £10 will be paid for lunch expenses
- No alcoholic beverages will be reimbursed.
- Subsistence allowances are daily allowances and cannot be accumulated

BAA, Peershaws, Berewyk Hall Court, Bures Road, White Colne, Essex, CO6 2QB

Email: admin@baaudiology.org and finance@baaudiology.org