



Expense Claim Form - Volunteers, Members, Speakers & Authors

Before incurring expenses and completing a claim form please refer to the Expenses, Travel and Subsistence Policy and process for claiming at:

<https://www.theiet.org/involved/volunteering-for-the-iet/expense-policy-claim-forms-and-travel-insurance>

Activity being claimed for:	Location:	Date: DD/MM/YY	Staff Contact:
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If you are claiming mileage, you are agreeing to the following declaration:

The expenses were actually and necessarily incurred in respect of IET activities, are not reimbursable by any other organisation and comply with IET expenses policy. My total UK mileage claim at the higher rate for all organisations does not exceed 10,000 miles. I confirm, where I have claimed mileage expenses, that the vehicle has insurance cover which includes my volunteer activities. Outside the UK my claim is consistent with local taxation and other relevant legislation.

£ Sterling Expense Claims										Office Use Only	
Date DD/MM/YY	Expense Details (Describe the nature of the expenses sufficiently to allow review)	Mileage Undertaken	Mileage Rate	Mileage Claimed	Travel	Hotels	Meals	Other	Total Claim	Work Order	Account

Non-£ Sterling Expense Claims (Please see guidance below form)										Office Use Only	
Non-sterling currency used:		Exchange Rate:			/ £					Work Order	Account
Date DD/MM/YY	Non-Sterling Expense Details (Describe the nature of the expenses sufficiently to allow review)	Mileage Undertaken	Mileage Rate	Mileage Claimed	Travel	Hotels	Meals	Other	Total Claim	Work Order	Account

CLAIMANT'S DETAILS	
Name:	
Address:	
Country:	
Postal Code:	
Member No:	(If applicable)
Email:	
Signature:	
Date:	

Totals:											
Totals £:	£ STERLING VALUE										

BANK DETAILS	
Sort Code / Swift Code:	
Bank Account of IBAN No:	
Bank Account Name:	

Or enter 'Yes' if details already supplied:

Guidance on completing non-sterling Expense Claims

Non-sterling currency used:

Please identify which currency the expenses are denominated in

Exchange rate:

Please provide an exchange rate - amount of currency per £ sterling
This will be reviewed by reference to daily rates of FT.com
Alternatively leave blank, and £ sterling equivalent will be calculated by staff team.

Mileage rate:

Mileage rates should comply with local taxation regulations, but not exceed the equivalent of 45p (£ sterling) per mile.

£ Sterling value:

If an exchange rate entered above, please insert totals in £ Sterling equivalent