



EPS Invited Speakers Travel and Other Expenses Form

Personal Details

Name of Claimant	Christine Nussbaum		
Address of Claimant	Mittelstraße 40		
Postcode	07745	Jena GERMANY	

NOTES

The Society is VAT registered and we require a VAT number on the receipt, so please request a VAT receipt whenever possible.

Please delete these notes and insert your bank details for reimbursement.

Bank Name: Deutsche Kreditbank Berlin

Sort Code:

Account Number:

Name on Account: Christine Nussbaum

The international identifiers (if your bank is not based in the UK):

BIC: BYLADEM1001

IBAN: DE61 1203 0000 1067 4271 93

Details of Claim (Please attach all receipts)

Date of Meeting	10.-12. April 2024
Place of Meeting	Nottingham

Description	Net Amount	VAT	Total Amount
Travel Costs (Travel by the cheapest means, no taxi or 1 st class travel)			535.46
*Accommodation Costs	203.32	40.65	243.97
**Subsistence – conference dinner			35
Please refer to the detailed list of expenses on the next page			
	TOTALS	£	£ 814.43£

*Accommodation will be reimbursed at a rate not exceeding £100 per night or £150 per night for London meetings.

** Subsistence costs will be reimbursed (against receipted expenditure) up to £35 per day, with flexibility on how the total is spread across meals (i.e. no fixed amount for breakfast/lunch/dinner). The EPS will not reimburse personal expenditure on alcohol, or other non-essential items (e.g. newspapers, Wi-Fi costs).

Signature of Claimant Ch. Nussbaum

Date 17.04.2024

Please scan this form and all receipts into a single PDF file.

Maria Gallagher, EPS Finance Assistant
Sam Hurn, EPS Administrator

maria.gallagher.14@ucl.ac.uk
expsychsoc@kent.ac.uk