|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 1st 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 | | | C:\Users\Christine Nussbaum\Documents\Arbeit\Orga\Arbeitsvertrag\signature_ch_nussbaum.jpg | | | Date | | 17.04.2024 | | |  |

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

**Maria Gallagher, EPS Finance Assistant** [**maria.gallagher.14@ucl.ac.uk**](mailto:maria.gallagher.14@ucl.ac.uk)

**Sam Hurn, EPS Administrator** [**expsychsoc@kent.ac.uk**](mailto:expsychsoc@kent.ac.uk)