**UK DELEGATE EXPENSE REIMBURSEMENT FORM**

|  |  |
| --- | --- |
| *HCP NAME* | <<Form\_Salutation>> *<<Account\_Name>>* |
| *PAYEE NAME* | *<<Payee\_MERC\_Name>>* |
| *ADDRESS* | *<<Payee\_MERC\_Payee\_Street\_MERC>>*  *<<Payee\_MERC\_Payee\_Country\_MERC>> -<<Payee\_MERC\_Payee\_Zip\_Postal\_Code\_MERC>> <<Payee\_MERC\_Payee\_City\_MERC>><<Payee\_MERC\_Payee\_State\_Province\_MERC>>* |

|  |  |
| --- | --- |
|  |  |
| Date of Meeting | *<<Meeting\_Participant\_MERC\_Meeting\_Date\_MERC>>* |
| Location: | *<<Meeting\_MERC\_City\_of\_Meeting\_MERC>>, <<Meeting\_MERC\_Event\_Country\_MERC>>* |
| Reference Numbers:: | *<<Meeting\_MERC\_Event\_Id\_MERC>> / <<Meeting\_Participant\_MERC\_Name>>* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Local Transportation, Parking, Mileage:** | | | |  |
|  | | | £/Euro: |  |
|  | | | £/Euro: |  |
|  | | | £/Euro: |  |
|  |  | miles @ £0.40/mile | £/Euro: |  |

**Bank Details for Payment Processing:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Bank IBAN | <<Payee\_MERC\_Bank\_IBAN\_MERC>> | | (required only to payee from Ireland | |
| *Or:* |  |  |  |  | |
|  | Bank Name | <<Payee\_MERC\_Bank\_Name\_MERC>> | |  | |
|  | Bank Address | <<Payee\_MERC\_Bank\_Street\_MERC>>, <<Payee\_MERC\_Bank\_Zip\_Postal\_Code\_MERC>>, <<Payee\_MERC\_Bank\_City\_MERC>> | | |  |
|  | Bank Account Number | <<Payee\_MERC\_Bank\_Account\_Number\_MERC>> | | |  |
|  | Bank SWIFT | <<FORM\_Bank SWIFT>> | | |  |
|  | Bank Sort Code | <<Payee\_MERC\_Bank\_Sort\_Code\_MERC>> | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please note**: Lilly can only reimburse for Ground transportation such as mileage, car parking, toll charges, congestion zone charges, local taxis (chauffeur cars not acceptable). Standard class rail fares, tube fares. No subsistence will be reimbursed.

Lilly is unable to reimburse any personal expenses, such as mobile charges, minibar, or entertainment. Please send this form and all original, itemised receipts within 30 days of the meeting to Lilly at:

**Customer Services Team,** **Eli Lilly & Co Ltd, Lilly House, Priestley Road, Basingstoke RG24 9NL.**