

ECONOMIC POLICY

Project Code

Cost centre

Meeting No

TRANSACTION REF.

Ident

A/C

EXPENSE CLAIM FORM

Please note that your claim must comply with EP's travel guidelines (<http://www.cepr.org/meets/meets2.htm>) and must be submitted **within three months** of the meeting taking place. We are not able to process claims received after this date. Non UK claims can not be processed without the **IBAN and BIC codes**. Please ensure these are **legible**, otherwise your reimbursement might be delayed significantly.

Please complete this form in BLOCK CAPITALS, thank you.

Please note that a separate Expense Claim Form must be completed for each different EP conference or workshop that you attend.

First Name

Surname

Address (to which

your reimbursement

should be sent)

Telephone No.

Email

Meeting Date

Meeting title

CLAIMED AMOUNTS SUMMARY

FOR INTERNAL USE ONLY			
Code	R/U	Original Currency	Payment Currency (conversion)*
Travel			
Accommodation			
Other			

Please provide details overleaf

96005

R

Please provide details overleaf

96005

R

Please provide details overleaf

96005

R

*CEPR will perform currency conversions based on the rate at the first day of the meeting. Any claim exceeding the CEPR maximum reimbursement rates without prior approval will be capped at the maximum.

Total

PAYMENT METHOD

Payment Type	Bank fees**	Select one
Sterling cheque (UK residents only)	No known fees	
Sterling bank transfer to UK sterling account (UK residents only)	No known fees	
Sterling bank transfer to any other account (UK residents only)	Minimum fee £10	
Euro Cheque	Approximate fee €21	
Euro bank transfer to any account	Minimum fee €17	
US dollar cheque	No known fees	

** Please note that bank fees will be deducted from your claim by the bank making the transfer. Note that your receiving bank may add additional charges. We regularly review our banking arrangements and will always seek to keep any charges as low as possible.

ACCOUNT DETAILS From 1 January 2007, European banks have the right to reject any Euro payments that do not contain a valid International Bank Account number (IBAN) and Bank Identifier Code (BIC). Please ensure you give us these details

Account Holder

or

Make payable to the following institution

Bank

Sort (UK) / IBIC

Please note: non UK claims cannot be processed if the IBIC code is not included

Account n° / IBAN

Please note: non UK claims cannot be processed if the IBAN code is not included

Bank Address

I confirm that the expenses claimed on this form have been actually and necessarily incurred by me, solely for EP business, and that I have not claimed for them from another source.

Signed by claimant

Date

Approved by CEPR

Date

PLEASE RETURN THIS FORM WITH YOUR TICKETS AND/OR ORIGINAL RECEIPTS TO:

The Meetings Team, CEPR, 77 Bastwick Street, London, EC1V 3PZ, UK. Tel: (44) 207 183 8801, Fax: (44) 207 183 8820

DETAILS OF CLAIM

Please be sure to keep your claims within specified guidelines

For full details of our reimbursement policy see <http://www.cepr.org/meets/meets2.htm> or contact the Meetings Team

1. TRAVEL

Unless previously indicated by or arranged with EP organizers the following air fare limits will apply:

Within Europe €450, Israel \$760, USA/Canada East Coast \$760, USA/Canada West Coast \$960

Date	From/to	Currency Type	Local Currency Amount
Total air travel (<i>carry forward to summary overleaf</i>)			

2. ACCOMMODATION - HOTEL

Date	City	Currency Type	Local Currency Amount
Total accommodation (<i>carry forward to summary overleaf</i>)			

3. SUBSISTENCE

If lunch or dinner is not provided by the organizers, participants may claim up to a maximum of €15 per lunch and €30 per dinner for the days of the conference

Date	City	Currency Type	Local Currency Amount
Total subsistence (<i>carry forward to summary overleaf</i>)			

Explanatory Notes

This section should be completed when unusual circumstances or expenses require explanation