

FOR CEPR STAFF:

A/C

Nominal Code

Event ID

TRANSACTION REF:

Project Code

Charitable Fund

Cost Centre

Total Claimed:

CEPR

Expense Claim Form (London)

1. Your details

First Name:

Surname:

Email address:

Meeting title:

Currency of your claim:

Please indicate in which currency you would like to be paid. Please note that CEPR can only make payments in EUR, GBP or USD. If your claim is in other currencies, CEPR will perform currency conversions based on the rate at the first day of the meeting.

2. Account details

- Eurobank transfers cannot be processed without legible IBAN and BIC/SWIFT codes. Omitting them will cause delay to your reimbursement.
- Transfers to bank accounts in the US also require a **SWIFT code/ International Routing number** where available. Note our USD account is based in the UK (transfers are Non-US to US).
- **If you fail to provide accurate bank details, CEPR reserves the right to deduct the cost of any bounced payments from any second or third attempt.**

Should the reimbursement be paid to you, or to your organisation:

Account holder:

Make payable to the following institution:

Payment option:

Bank:

Bank address:

Sort code (UK) / IBIC / SWIFT:

Account number / IBAN /Routing number:

Postal Address for cheques:

PayPal email address:

Approved by CEPR:

3. Details of your claim

Unless otherwise specified, CEPR's travel guidelines apply to all reimbursements. Please refer to our guidelines for further

- information: <https://cepr.org/system/files?file=2022-08/CEPR%20TRVL%20GUIDELINES%202022.pdf>
- If lunch or dinner is not provided by the organisers, participants may claim up to €15 per lunch and €30 per dinner for the days of the conference, **provided their overall claim remains within the valid travel limit.** Please include receipts to support your claim.

Are you claiming any travel costs? **Yes** **No**

Travel costs

For CEPR Staff:

Date	From/to	Amount in original currency	Conversion rate	Amount in payment currency

Total travel (air + local transport) in payment currency

Are you claiming any accommodation costs? **Yes** **No**

Accommodation costs

For CEPR Staff:

Date	City/Hotel	Amount in original currency	Conversion rate	Amount in payment currency

Total accommodation costs in payment currency

Are you claiming for any subsistence? **Yes** **No**

Subsistence

For CEPR Staff:

Date	City/venue/meal	Amount in original currency	Conversion rate	Amount in payment currency

Travel Hotel Subsistence Extra Total

*** Total of all costs is summarised at the top of the first page of this claim.**

If you require space for additional entries, please use the Appendix on the last page for any extra items as part of your claim >>

Explanatory Notes

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

4. Clarifications

Submitting this form

- Please be sure to keep your claim within the specified guidelines. For full details of our reimbursement policy see the **CEPR travel guidelines** or contact the **Meetings Team**. Unless otherwise specified, CEPR's travel guidelines apply to all reimbursements.
- Any claim exceeding the CEPR maximum reimbursement rates without prior approval will be capped at the maximum.
- Please ensure that your claim is submitted within three months of the meeting taking place.
- Where possible, please complete this form electronically.
- A separate Expense Claim Form must be completed for each different CEPR conference or workshop that you attend.

Your bank details

- Please ensure you give us these details if you are asking for a bank transfer. Euro bank transfers cannot be processed without legible IBAN and BIC/SWIFT codes. Omitting them will cause delay to your reimbursement.
- Please ensure you give us these details if you are asking for a bank transfer. Transfers to bank accounts in the US require a SWIFT code/ International Routing number where available. Note our USD account is based in the UK (transfers are Non-US to US).
- If you fail to provide accurate bank details, CEPR reserves the right to deduct the cost of any bounced payments from any second or third attempt.

Payment

- CEPR can pay claims in Euros (EUR), Sterling (GBP) or US Dollars (USD) only.
- CEPR will perform any currency conversions based on the rate at the first day of the meeting.
- Please note that the beneficiary bank may deduct a fee from the sum transferred / paid in. CEPR's own bank charges are not deducted from your claim.
- Provided there are no issues to cause any delay, CEPR endeavours to process all travel reimbursements within 4 weeks of receipt.

5. Sign

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

By ticking this box you agree with all the terms and conditions as set out above.

Signed by claimant:
(Type your name)

Date:

Please **do not** try to sign the form with an electronic signature or by inserting an image: this locks the document and means CEPR staff are unable to process the form. Please sign by typing your name.

