

PACES Examiner Expenses Claim Form



In order to obtain payment, please complete the expenses form and return with accompanied by all receipts to PacesExpenses@rcpe.ac.uk for approval.

Please note: Expenses claims cannot be approved without receipts and all expense claim forms and receipts should be submitted within 3 months of the examination date.

Please check the following before submitting an expenses claim:

1. All sections of the claim form have been completed
2. Expense claim form is submitted as a word Doc or PDF
3. All receipts have been attached for itemised claims on the form and submit in the following format:
 - Photograph of receipts – jpeg
 - Electronic copy of receipt – PDFAny variation from this will delay processing of an expenses claim
4. Please return all claim forms and receipts to: PacesExpenses@rcpe.ac.uk

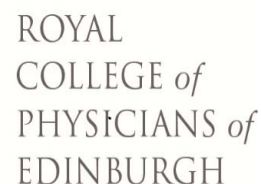
Please refer to the attached 'Travel and expense claim policy for UK examiners' for further guidance on the nature and amount of expenses which can be claimed. Only in exceptional circumstances will amounts out-with these limits be refunded, and only with prior agreement of the Examination Manager before travelling.

ANY INCORRECT CLAIMS WILL BE RETURNED UNPAID

BANK DETAILS:

Please complete in BLOCK capitals

Full Name:		Office Use only	
Address:		Total	
Town / city		Account Code	
Post code		Verified	
Email :			
Bank A/C Name:			
Sort Code:			
A/C Number:			



PURPOSE OF TRAVEL: Examiner _____ Admin /Support _____ Surrogate / Patient _____ Other _____ (Please X)

Date	From	To	Mileage (miles)	Train	Flight	Taxi	Cost*	Receipt Attached (please X)
Date	From	To	Accommodation (Hotel Name)	Meals & Other *(Please Detail)		Cost*	Receipt Attached (Please X)	
TOTAL CLAIMED £								

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