



Children, Young People and Families

A specialist section of College of Occupational Therapists



College of
Occupational
Therapists

Specialist Section

Children,
Young
People &
Families

Expense Claim Form (form A)

Please send form with attached bank paying in stubs to:

Treasurer, Fran Rae, 12, Church Rd, Wembury, Plymouth, PL9 0JE

It is assumed that members will make every effort to keep their expenses to a minimum.

Cost of travel will be reimbursed at standard class public transport rates.

Car mileage will be paid at 35p per mile.

Journeys from Scotland or Northern Ireland may be by air (economy) or rail sleeper.

Each expense item should be entered and receipts attached (as well as speaker contract form for speaker payment)

Name of Claimant:	
Contact address inc. Postcode:	
Telephone No:	
Reason for Claim: (i.e. speaker payment)	
Claimants National Insurance number:	
Name of Event and Date:	
Specialist Section Region and Event Organiser:	

Details of Claim (Name for Payment):	£

Signature:	Date:
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Office use only:	
Authorised by:	Date:
Signature:	

