

**Claim for Reimbursement of Expenses**

**Name of Meeting:**

**Date:**

**Venue:**

Details	Car Mileage	Amount £
	<b>Total:</b>	

**Signed:**

**Name and Address (printed):**


Notes:

1. Attach supporting receipts and rail/air tickets to all claims
2. Retain a copy of this form and supporting documents for tax purposes
3. Car Mileage will be reimbursed at 40p per mile
4. For first claims please provide bank account details (sort code + account no)

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Send completed form and all supporting documents to:

CPHC Secretariat  
 Secretariat Support to CPHC  
 c/o BCS  
 First Floor, Block D  
 North Star House  
 North Star Avenue  
 Swindon  
 SN2 1FA

Payment will then be made, via direct transfer to your bank account, by the CPHC Treasurer - Professor Ian W Ricketts, [ricketts@computing.dundee.ac.uk](mailto:ricketts@computing.dundee.ac.uk) )