BSDB Annual Spring Meeting
15 – 18 April 2018
University of Warwick

CELEBRATING 70 YEARS BSDB

Expenses Form

PLEASE NOTE THAT IT IS VERY IMPORTANT TO COMPLETE ALL PARTS OF THE EXPENSE FORM CLEARLY. WE NEED **ALL OF THE INFORMATION COMPLETE** AND CORRECT IN ORDER FOR US TO REIMBURSE YOU AS QUICKLY AS POSSIBLE.

PERSONAL DETAILS:

Title:..... **First Name:** ..... **Surname:** .....

Company/Institution:.....

Mailing Address: (Please use the address that corresponds to the account holder)

Department: .....

Town/City: .....**Post/Zip Code:**.....

Country: .....

Tel:.....**Fax:** .....

Email:

PLEASE STATE ALL EXPENSES IN THE CURRENCY THEY WERE PURCHASED IN AND WE WILL CONVERT THESE TO GBP ON THE DATE THE PURCHASE WAS MADE.

ITEM	TOTAL
Flights (Economy Class)	
Rail Fare (Standard Class)	
Taxi/Car Transfers	
Mileage	
GRAND TOTAL	

Correspondence Address:
Hg3 Conferences, c/o BSDB, 4 Dragon Road, Harrogate, HG1 5DF UK
Tel: +44 (0)1423 529333
Email: events@hg3.co.uk

UK SPEAKERS PAYMENT DETAILS:

Bank Transfer:

Beneficiary Sort Code: **Beneficiary Account Number:**

Beneficiary Account Name:

Beneficiary Bank Name:

Beneficiary Bank Address:

EUROPEAN SPEAKERS PAYMENT DETAILS:

Beneficiary's IBAN:

Beneficiary Bank SWIFT Address/BIC: **(8 or 11 characters only)**

Beneficiary Name:

Beneficiary Bank Name:

Beneficiary Bank Address:

OUTSIDE OF EUROPE SPEAKERS PAYMENT DETAILS:

Beneficiary's Account Number (or IBAN):

Beneficiary Bank SWIFT Address/BIC: **(8 or 11 characters only)**

Beneficiary Bank Clearing Code:

Beneficiary Name:

Beneficiary Bank Name:

Beneficiary Bank Address:

Please attach all receipts

Please complete this form and return by Friday 11th May, 2018

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