Instructions

1. Number each receipt in ascending date order
2. Scan the receipts as either jpeg or pdf files
3. Complete the table below, adding additional rows if necessary.
4. Email the scans and table to grants@scientificinstrumentsociety.org

Additional notes

- We can only reimburse up to the amount originally awarded by the Committee
- Please remember that we cannot refund claims for food and drink due to our charitable status, except for breakfast if it is included within a bed and breakfast rate.
- If a return train journey was composed of two single tickets, please list each ticket separately.
- All costs must be listed in British Pounds (GBP). If the original currency is not in GBP, please state the original currency in the *Description* field and then state the GBP equivalent in the *Amount claimed* field using the currency converter web tool http://www.xe.com

Name:
Project title:
Breakdown of costs *(please copy and paste from your original application)*
Amount awarded by the SIS Committee *(see original offer email)*
Preferred payment method *(please tick your choice)* □ **Cheque** (GBP) made payable to _____ to be posted to this address: _____ _____ _____ _____ □ **Bank transfer** for UK and International payments *(our Executive Officer will contact you later to arrange the details)*

Receipt no.	Receipt date (DD/MM/YY)	Description	Amount claimed (GBP)
EXAMPLE			
1	*01/09/2013*	*Return train fare from Leeds to London on 5th September 2013 to view items at the Wellcone Collection*	*£25.50*
2	*05/09/2013*	*Photocopying costs (50 sheets x £0.10 per sheet)*	*£5.00*
3	*05/09/2013*	*Bed and breakfast accommodation for one night at the Regency Hotel, London*	*£85.50*
RECEIPTS SUBMITTED			
		TOTAL AMOUNT CLAIMED	£