

OPTION 2: FOR UK BANK ACCOUNTS

Claiming expenses for your visit at the SGPE - SIRE training (June 2015)

In order to simplify and speed up the claims procedure, please fill in the form attached as well as the following information:

Your Name:

Institution:

List all expenses below for which you are claiming a reimbursement:

Date of the receipt:	Details (e.g train ticket Edinburgh to x)	Total cost

Your signature:

Date:

Please send all original receipts with your claims form to:

SGPE
The University of Edinburgh
School of Economics
30 Buccleuch Place
Edinburgh
EH8 9LN

