# ABS logo black

## Architects Benevolent Society

**Ambassador Claim for Expenses**

Volunteers are encouraged to use standard class train travel, taking advantage of economy fares where possible.

Car mileage is at the rate of 45p per mile. Hotel and subsistence expenses at cost.

All claims **must** be supported by receipts

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This form and accompanying receipts can be submitted electronically to [Jessica.steele@absnet.org.uk](mailto:Jessica.steele@absnet.org.uk) or alternatively by post to Jessica Steele, ABS, 6 Brewery Square, Copper Row, London, SE1 2LF.

You are advised to keep the originals and send us copies.

|  |  |  |
| --- | --- | --- |
| **Date** | **Meeting or event** | **Amount claimed** |
|  |  |  |
|  | **Total claim** | **£** |

**Bank Account Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank** |  | **Name of Account holder** |  |
| **Account Number** |  | **Sort Code** |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**