

## BDA MEMBERS EXPENSE CLAIM

Note: Guidance for completion of this form can be found on the BDA Committee website, together with details of the Association's policy on expenses:

[www.bda.org/Guild-rate-and-expenses](http://www.bda.org/Guild-rate-and-expenses)

Please return this form together with receipts to: Finance Dept. BDA, 64 Wimpole Street, London, W1G 8YS



<b>Mem Number</b>	<input style="width: 95%;" type="text"/>		
<b>Name</b>	<input style="width: 95%;" type="text"/>		
<b>Address</b>	<input style="width: 95%;" type="text"/>		
<b>Committee</b>	<input style="width: 95%;" type="text"/>	<b>Code</b>	<input style="width: 95%;" type="text"/>
<b>Date of Meeting</b>	<input style="width: 95%;" type="text"/>	<b>Meeting Held at HQ</b>	<input style="width: 95%;" type="text" value="Y/N"/>

  

<b>Travel</b>			<b>Claimed</b>
Air Fare			<input style="width: 95%;" type="text"/>
Rail (Standard Fare)			<input style="width: 95%;" type="text"/>
Bus/Tube/Parking/Toll Charges			<input style="width: 95%;" type="text"/>
Taxi (Outside London)			<input style="width: 95%;" type="text"/>
Mileage (Complete Section B)	<input style="width: 40%;" type="text" value="-"/>	@ 45p	<input style="width: 95%;" type="text"/>
Mileage - Number of additional passengers (Complete Section B)	<input style="width: 40%;" type="text" value="-"/>	@ 5p	<input style="width: 95%;" type="text"/>
<b>Total Travel</b>	<b>82805</b>		-
<b>Accommodation</b> (Allowance £210/night)	<b>82807</b>		<input style="width: 95%;" type="text"/>
<b>Subsistence</b> (Breakfast £12.50, Lunch - £16, Dinner - £25 per day)	<b>82806</b>		<input style="width: 95%;" type="text"/>
<b>Sessions</b> (Refer to 4.0 Members responsibility to ensure tax is paid)	<b>82803</b>	<input style="width: 40%;" type="text"/>	@ £260
<b>Total to be paid</b>	<input style="width: 95%;" type="text"/>		-

**Section B**

Please state names of passengers per trip (if any).

Date	Odometer Reading		Journey		Total Miles	No. Passengers per trip
	Start	End	To	From		
					-	
					-	
					-	
					-	
					-	
					-	0

I wish to notify the BDA of my attendance for 4 unpaid sessions .

Please note, sessions relating to GDPC meetings should be claimed from the Guild.

Date	Meeting

I confirm that these expenses were incurred by me wholly and exclusively in connection with the business of the British Dental Association

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

*If your bank details have changed, please notify us by emailing [finance@bda.org](mailto:finance@bda.org)*