



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

EXPENSES CLAIM 1.10.2009-30.9.2010

Expense claims for branch activities should be forwarded to the relevant branch treasurer. Expense claims for activities relating to the national organisation including committees and representation at Council for both committee members and branch representatives should be submitted to the Director. Private car travel may be claimed at 40p per mile. Please keep a copy of your claim form and receipts.

Please complete this form and submit by mail together with original receipts to Dr Sean O'Reilly, Director, Institute of Historic Building Conservation, The Glasite Meeting House, 33 Barony Street, Edinburgh EH3 6NX.

Name and address:

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.....Date.....

Details of Claim: Date, place and purpose of expenditure. (Please attach receipts)

Total Claim _____

Signature:

Countersigned by..... (Member of Council or Committee)

Paid by..... On (date).....

Cash / Cheque No.....