

Name of Claimant	
Address	
Date of Claim	
Project	

Date	Description of purchase/service	Subtotal	Total

TOTAL CLAIMED: £ _____

Unless by prior arrangement with the RSA Office, travel expenses reimbursements will be the cheapest mode of travel to the event. In all cases, only second-class fares will be paid on trains and economy class on air travel. Subsistence claims should be agreed in advance, and such payments would be regarded as exceptional.