

**GDPG Member – EXPENSES CLAIM**  
**LDC Conference 2020**  
**Thursday 4 and Friday 5 June 2020**

Name (please print) \_\_\_\_\_

Address in full  
(including county  
and postcode) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel No \_\_\_\_\_

Air Fare £ \_\_\_\_\_

Standard Class Return Rail Fare £ \_\_\_\_\_

Any sleeper charges £ \_\_\_\_\_

Car mileage (45p per mile) £ \_\_\_\_\_

Car parking £ \_\_\_\_\_

Hotel costs necessarily incurred £ N/A (Book on account via MICE Concierge)  
*(up to £175.00 inc vat - one night only)*

Claim if staying with friends/relatives £ \_\_\_\_\_  
 (£25 one night)

Dinner subsistence applicable for overnight stay £ \_\_\_\_\_  
 (£25 one night)

**Total expenses claimed** £ \_\_\_\_\_

I claim payment of the above expenses necessarily incurred in attending LDC Conference 2020. I am not claiming reimbursement from any other source.

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

**Please complete the box below if you wish to have your expenses paid directly into your bank account**

<b>Sort code</b>	
<b>Account number</b>	
<b>Account name</b>	

If possible please hand this form (with receipts) to the Conference registration desk whilst at the event, or forward (within 28 days) to:  
 Alex Cenic, British Dental Association, 64 Wimpole Street, London, W1G 8YS  
 Tel: 020 7563 4158 / Email: alexandra.cenic@bda.org