

GDPG Member – EXPENSES CLAIM
LDC Conference 2024
Thursday 6 – Friday 7 June 2024

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 £ _____

Please enter car reg no here if parked at the hotel

Hotel costs necessarily incurred £ (Book on account via MICE Concierge)
(up to £186.00 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 2024. I am not claiming reimbursement from any other source.

Signature _____ Date _____

Please complete the box below so expenses can be paid directly into your bank account

Sort code	
Account number	
Account name	

Please complete this form and submit by email (with copies of receipts) to
Alex Cenic, Policy Officer, BDA alexandra.cenic@bda.org (Tel: 020 7563 4158)