



· INSTITUTE · OF · HISTORIC · BUILDING · CONSERVATION

IHBC EXPENSES CLAIM FORM: 1 October 2023 to 30 September 2024

Expense claims for branch activities should be forwarded to the relevant branch treasurer. Expense claims for activities relating to the national organisation including committees, Council or Board should be submitted to the National Office.

Public transport or the cheapest method of transport should be used wherever possible. Private car travel may be claimed at 45p per mile where public transport is not available or cannot be used economically or practically for the journey. Accommodation is covered only with prior approval from the National Office.

NB: Please keep a copy of your claim form and receipts.

For claims to the national office: Please complete this form and submit by mail together **with original receipts** to Fiona Newton, Operations Director, IHBC, Jubilee House, High Street, Tisbury, Wiltshire SP3 6HA, or email **with scans of original receipts attached** to admin@ihbc.org.uk.

Name and address:.....
.....

.....Date.....

Claim Details: Date, place and purpose, attaching receipts for all

Total Claim _____

<p><u>Donating expenses to support the IHBC CREATIVE Conservation Fund:</u> The IHBC is a charity. Please tick this box to donate your expenses to our dedicated charity fund, the IHBC's 'CREATIVE Conservation Fund', where it will be used exclusively for the IHBC's charitable purposes.</p>	
<p><i>The IHBC CREATIVE Conservation Fund generates, holds and distributes contributions exclusively for the IHBC's charitable purposes, delivering public benefit direct to the sector. To find out how to donate more to the Fund, or to work with it, please contact our Treasurer at treasurer@ihbc.org.uk or Director at director@ihbc.org.uk, or see https://www.ihbc.org.uk/public_benefit/index.html.</i></p>	

Signature

Countersigned by(Officer, Board or Committee member)

Approved for payment by