

# EMPA-KIDNEY Results Meeting 9 – 10 December 2022 Expenses Explanatory Notes

## Instructions to complete the Expense Form

- Please retain all travel related receipts.
- In the top right corner of the form please write your EMPA-KIDNEY study team name in block capitals.
- Complete claimant/payee details.
- Complete payment details for reimbursement of funds.
- Mileage claims – please attach a google map route indicating return mileage and complete the first tabulated box under Travel Expenses. This is calculated at 0.45 per mile.
- Please attach ORIGINAL receipts to your expense claim. If you are unable for any reason to be able to do so, please attach a covering note giving reason(s).
- Reasonable subsistence costs will be covered for attendees arriving Thursday 8 December evening.
- Claimant Signature – sign and date.
- The bottom table will be completed by office staff.

### Address for all expenses:

- Include “If Undelivered” address on reverse of envelope.
- You may wish to send via Recorded Delivery due to personal sensitive information being contained on the form.

### For the Attention of:

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