

INTERNATIONAL PSYCHOANALYTICAL ASSOCIATION CLAIM FORM

PLEASE ENSURE YOU READ THE NOTES BELOW BEFORE COMPLETING THIS FORM.

NAME _____

DATE _____

ADDRESS _____

BANK ACCOUNT DETAILS FOR DIRECT CREDIT TRANSFER

Please complete all of the sections below to prevent delays in the transfer.

ACCOUNT NAME _____

ACCOUNT NUMBER _____

BIC/SWIFT/SORT CODE _____

IBAN _____

BANK NAME _____

BANK ADDRESS _____

Reason for claim _____

If the claim is for multiple meetings please list additional Committee meetings attended below

1 _____

2 _____

Please return this form to:
Accounts Department
LEXICON
Unit B, Book House
261a City Road
London EC1V 1AH
England

Fax: +44 208 445 4729

Email: simon@ipa.org.uk

PLEASE COMPLETE THE SECTION BELOW IN THE CURRENCY OR CURRENCIES ACTUALLY USED

	Code	Currency and Amount	
Hotel	32100		
Subsistence (per diem)	32100		
Air Travel	32120		
Ground Travel	32140		
Postage	32500		
Stationery & Photocopying	32520		
E-mail	32400		
Telephone	32440		
Secretarial	32050		
Other (please specify)			

If your claim involves multiple currencies please list the totals in each currency below.

	Currency	Currency Total
Total Currency Amounts Claimed		

Conversion rates used _____

TOTAL CLAIM _____

SIGNATURE OF BUDGET HOLDER

SIGNATURE OF CLAIMANT

**PLEASE MAKE SURE ALL RECEIPTS FOR EXPENDITURE ARE ATTACHED.
CLAIMANTS SHOULD KEEP A COPY, BUDGET HOLDERS SHOULD BE SENT A COPY.**

NOTES FOR CLAIMANTS

Conditions of reimbursement

Claims

1. Requests for reimbursement accompanied by appropriate documentation should be submitted to the Finance Director. The Budget Holder is responsible for assuring that claims for activities of that cost centre fall within the applicable budget. Reimbursement claims should be submitted within six weeks of the date the expense was incurred. The IPA is required to close all accounts for the calendar year four weeks after the end of the year. All claims for the prior year must be received no later than 31st January. Any claim received after this time cannot be honoured as the books of account for that year will be closed.

Forms

2. Committee and Working Group members should submit their individual claim forms with supporting documentation to the Budget Holder for approval of the request. The approved claim form should then be forwarded to the Finance Director. Alternatively the claimant can submit the claim direct to the Finance Director and the chair can email to the Finance Director their approval of the claim. Budget Holders and members should keep a copy of the claim form for their own records. Central Office aims to dispatch reimbursements within ten working days of receipt. Claims may be submitted by post, e.mail or fax but claimants should note that it can take time for claims to reach the UK by post and for mail then to reach their banks and be processed by them. Please ensure you complete all sections of the direct credit transfer to minimise delays in processing the payment.

Post: To the above address

Email: simon@ipa.org.uk

Fax: +44 208 445 4729

Documentation

3. Receipts and invoices supporting each reimbursement request should be submitted with the claim form, or payment cannot be made. To protect against documents being lost in the mail, Committee members are asked to keep copies of supporting documents. These include airline ticket receipts, hotel statements, taxi receipts and any other receipts or credit card transaction copies.

Allowable reimbursables: Meetings

4. The per diem allowable depends on the location and is determined by a world-wide schedule originated by the United States Internal Revenue Service which serves as a guideline for many organisations. A per diem is payable when a day of travel is required to reach the venue of a meeting, and for days when a person is required to be at the venue in order to attend a meeting. Only Apex Economy or comparable inexpensive fares can be reimbursed. First Class or Business Class fares do not qualify for IPA reimbursement, without exceptional and prior approval of the Executive Committee. Travel planning for more than three months in advance may be required to obtain reimbursable Apex Economy fares. No reimbursement for airfares is paid when an IPA Member attends a meeting which is being held in conjunction with a Congress, or any other meeting which an IPA Member would have attended anyway at her/his own expense, or funded by another organisation. However, when a Board meeting is held in conjunction with a regional or Constituent Organisation meeting, Board members from that region may claim expenses on a comparable basis with all other Board members. Hotel accommodation will be reimbursed for the nights required in order to attend a meeting including the night before and, if necessary and previously agreed, the night after. Any additional nights will not be reimbursed unless previously agreed by the Treasurer.

Subsistence Reimbursement Choices

5. Assuming that a trip involves reimbursable travel expenses, there are two possible ways to claim reimbursement for hotel and meal costs. The choice of either one must be made, as a combination of the two is not reimbursable. The Budget Holder must agree one method with the Finance Director before his meeting and inform the committee members which one applies. The choices are as follows:

- select the per diem for that meeting in that city, available from the Finance Director. This is the preferred method.
- alternatively send in the receipts for the actual hotel and meal costs. There is a maximum amount allowable using this method, set in advance and available from the Finance Director