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**Treasurer**  
Maarja Kaaristo, Manchester Metropolitan University, <m.kaaristo@mmu.ac.uk>

## EASA expense claim form

Name of claimant: ……………………………………………………………………………………..

Date of EASA business: ……………………………………………………………………………….

Nature of EASA business: ……………………………………………………………………………..

Expenses incurred: ……………………………………………………………………………………..

|  |  |  |
| --- | --- | --- |
| **NATURE OF EXPENSE** | **Amount** | **Currency** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL AMOUNT OF CLAIM** |  |  |

All expenses will be repaid by bank transfer.

### Bank account details:

Account holder name: ………………………………………………………………………………….

Bank name: ………………………………………………………………………………………………

Bank address: ……………………………………………………………………………………………

Acct no.: ………………………………………………………………………………………………….

Swift code (or sort code if UK account): ………………………………………………………………

IBAN no: ………………………………………………………………………………………………….

I declare that the sum was paid out by me for the purpose described above.

Signature: ……………………………………………………… Date: …………………………..

Please email this form together with all scans or electronic copies of the original receipts to

[membership@easaonline.org](mailto:membership@easaonline.org). Please retain paper copies on your own files.