

Travel and Expenses Claim Form for Academic Meetings & Conferences

Full Name _____
Address _____ _____ _____
Specialty/Dept _____
Academic Supervisor _____

Please provide information of type of expense	Receipt attached	Cost
	Total Receipts	

FOR OFFICE USE ONLY	Total to be reimbursed	
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ACF Signature		Date	
Supervisor Signature		Date	
CATO Signature		Date	

These forms are for expenses incurred for Academic meetings, conferences and related travel expenses. These cannot be used for any clinical training courses. You must have the signature of your academic supervisor or the academic lead in your speciality to claim these funds. A maximum of £1000 per year can be claimed while you are in the ACF programme.

Please be advised that proof of attendance is required and original receipts must be presented.