

SCST Expenses Claim Form Version 2.0.2

The SCST Expenses Claim form is for use by those acknowledged to have incurred out-of-pocket expense for activities related to the Society for Cardiological Science and Technology. The Treasurer reserves the right to seek clarification or verification of details provided on claim forms.

The form is a Microsoft Excel spreadsheet designed in Microsoft Office 97-2003. It replaces all earlier paper-based and electronic versions.

The form should open (READ ONLY) and function normally if you use a more up-to-date version of Microsoft Excel.

If you use a Tablet machine (EG iPad) it is unlikely that the form will function as designed, but should allow you to open and print it for hand-written completion. If your Tablet machine does open and allow normal completion, please let me know. (treasurer.scst@gmail.com)

- The form must be opened in 'READ ONLY' mode
- To use the form, begin by typing your name into the appropriate cell. Navigate to the next logical cell using the keyboard Tab key, mouse or touch-pad.
- Where date entry is expected, a number of formats are acceptable, but the completed cell should appear EG '21 January 2012', which may be achieved by entry as 21-1-12.
- The 'Reason for Claim' box allows selection only from a drop-down list.
- Where entry of expenditure is required, enter plain numbers with the number of pounds separated from the number of pence by a full stop.

EG 14.02 entered will appear as £14.02 when you move on to the next cell.

0.6 entered will appear as £0.60 when you move on to the next cell.

- When claiming for motor vehicle mileage, enter the distance in miles, and the form will calculate the amount to be claimed. The form prevents entry of an expenditure amount on this row.
- The form will calculate the total of the claim. It is not possible to make an entry here.
- Free text space is provided for brief remarks that you may wish to pass on to the Treasurer.
- The preferred payment method is by direct bank transfer. This secure method method is less expensive for the Society and much faster for the recipient than payment by cheque. Please supply Account Name, Sort Code and Account Number. Please note that there will be occasions when payment by cheque will take more than three weeks to turn around from receipt of claim.

**Common with most organisations it is necessary for all claims to be accompanied by receipts.
To this end it remains necessary for you to print, sign and attach all original receipts
before sending by post to the Treasurer.**

Completed claim forms with dated signature and all appropriate receipts attached
should be submitted by post within one month of reason for claim to:-

Mr K Johnston, SCST Treasurer, 67 The Garth, Yarnton, Kidlington, Oxon, OX5 1NB

You may also e-mail the form, but payment will not be made until the signed form with receipts is received.

Email: treasurer.scst@gmail.com

Tel: 01865 370529