

Visitor Reimbursement

(Please attach to Expenses Claim Form)

Reimbursement can be made via cheque or bank transfer and will normally take 2-3 weeks to process. Bank transfer is only available into **non-UK accounts**.

Please provide the following information in order to process your claim :

How do you wish to be reimbursed ?

Cheque Payment

Bank Transfer

Cheque Payments:

EURO Cheque

USD Cheque

Sterling Cheque

Bank Transfers (available for overseas transfers only):

Full beneficiary bank account
name :

Full beneficiary bank account
number :

Full beneficiary bank name and
address :

Beneficiary's bank account IBAN
code (where available - mainly
European countries)

Beneficiary's bank SWIFT code
(NB payments to USA - also
provide Routing/ABA number)

Currency required :