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| SIS_logo_small_JPG160x117_2,92KB | ***The Society for Italian Studies***  *Registered Charity no. 313786* |

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| The Honorary Treasurer  Dr Joanne Lee | Department of Italian, ,  The University of Warwick  Coventry CV4 7AL |
|  | *Email:* [jo.lee@warwick.ac.uk](mailto:jo.lee@warwick.ac.uk) |

### EXECUTIVE MEMBER EXPENSES CLAIM FORM

Expenses will be reimbursed for attendance at SIS executive meetings or for meetings at which you are representing the Society.

Please note that we can only reimburse reasonable expenses (2nd class rail travel) and ask you to book in advance whenever possible to minimize costs to the Society.

**Name:**

**Address:**

**E-mail:**

**UK bank account number and sort code:**

**Date of claim:**

Please indicate the purpose for which expenses are being claimed, and attach receipts or tickets, and return to the Treasurer at the above address.

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| **Date** | Details of Claim | Expenses (£) |
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