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| A black and white sign  Description automatically generated with low confidence | **EXPENSES CLAIM FORM** |

 | **Expenses Claim Form** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Membership No |  |
| Address |  | Meeting Title |  |
| Meeting Venue |  |
| Town |  | Meeting City |  |
| Postcode |  | Meeting Date |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Comments** | **Amount** |  |  | **Comments** | **Amount** |
| Air |  |  | Car Parking |  |  |
| Train |  |  | Meals |  |  |
| Bus |  |  | Accommodation |  |  |
| Taxi |  |  | Telephone |  |  |
| Car |  |  | Postage |  |  |
|  | Total no.of miles |  | x 0.30 |  | Other |  |  |
|  |  |  | **Total £** |  |  |

**I can confirm that these expenses have been properly and necessarily incurred by me and have not been reclaimed from any other source**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipts in support of this application must be attached and completed forms should be returned to the IPEM office, either by post or you can scan and email your completed form and receipts to** **finance@ipem.ac.uk**

Claims must be made as soon as possible after the expense has been incurred, and at the very latest by the 31st December of that year. **Claims will only be paid by bank transfer.**

The costs for attending meetings must be kept to a minimum:

* Use the lowest cost mode of transport
* When travelling by rail use saver fares and pre-booked trains as much as possible
* Obtain, keep and attach all VAT receipts (including window parking tickets) supporting claims for car parking, meals, accommodation and telephones, as this will allow IPEM to reclaim VAT paid, and therefore reduce costs.

**Expenses which are not supported by invoices or receipts may not be reimbursed.**

**Privacy Policy**

# Overview

The Institute of Physics and Engineering (IPEM) and its subsidiary IPEM Enterprises Ltd is committed to protecting your privacy. This privacy notice explains how IPEM will use any personal information we collect from you and what rights you have.

# **Data controller**

The Data Controller is the Institute of Physics and Engineering in Medicine. Our Registration Number in the Data Protection Public Register is Z6395648. You can contact the data controller by emailing office@ipem.ac.uk; writing to us at our registered address; or by telephoning us on 01904 610821. The data protection lead Claire Sharpe and she can be contacted by emailing claire@ipem.ac.uk

# What Information we collect about you

### How we collect your data

We collect your data on the Expense Claim Form and any subsequent contact with us.

### Purposes of the processing

Personal information which you supply to us on the Expenses Claim Form is used to pay your expenses.

### Legal basis for processing

We process your personal data under the legitimate interest basis for processing and the legal basis for processing

### Legitimate interest

Claimants expect this processing to take place so that they can be admitted to Membership.

### Data retention period

We will keep hard or scanned copies of your expenses form and receipts and an electronic record on our Finance System for a minimum of 6 years and a maximum of 7 years to comply with our legal obligations.

### Categories of personal data

We will keep the following categories of personal data:

*Personal Details*

* Name
* Home Address
* Membership Number

*Expenses Information*

* *Meeting Details*
* *Claim Details*

### Who we share your data with

We share some of your data with other organisations and individuals who process data on IPEM’s behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

#### With our IT software and IT support service providers

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

# How we will keep your data safe

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

# Your rights

You have rights under data protection law that you can exercise against IPEM but these do not apply in all circumstances. You can exercise those rights free of change except in very limited circumstances, which will be explained to you if relevant.

For more information about all these rights, and how to exercise them against IPEM, please contact the Head of Operations and Finance who will be able to tell you more.

Here is a short description of your rights:

***Right to lodge a complaint with a supervisory authority***

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner (ico.org.uk) who can be contacted on 0303 123 113.

***Right of access (Article 15)***

You have the right of access to your personal data, to obtain confirmation that it is being processed, and to obtain certain prescribed information about how it is processed.

***Right to rectification (Article 16)***

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data concerning you. Taking into account the purposes of processing, you shall have the right to have incomplete data completed.

***Right to erasure ‘right to be forgotten’ (Article 17)***

In certain circumstances, you have the right to have your personal data erased. It is unlikely to be possible to do this if, for example, IPEM has a legal duty to retain or process your information.

***Right to the restriction of processing (Article 18)***

In certain circumstances, you have the right to obtain from IPEM a restriction of processing.

## *Notification obligation regarding rectification or erasure or restriction of processing (Article 19)*

We will communicate any rectification or erasure of personal data concerning you to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort

**Right to data portability (Article 20)**

In certain circumstances you will have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used machine readable format and you will have the right to transmit this data to another organisation.

***Right to object (Article 21)***

You have the right to object, on grounds relating to your situation, at any time to processing of your personal data, which is based on the legitimate interest basis for processing. We will no longer process the personal data unless we can demonstrate a compelling legitimate ground for the processing which overrides your interests, rights and freedoms.

***Right not to be subject of automated decision-making (Article 22)***

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. IPEM does not make any automated decisions.

# Changes to this privacy notice

This notice was last updated on 25 May 2018. IPEM may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements. If you have access to the internet, you should regularly check this privacy notice. If necessary, you may be notified of changes. Your contact details (as previously described) would be used for this purpose, based on the legal basis of compliance with legal obligations or legitimate interests (or both as relevant).