

# ARLIS

UK & Ireland  
Art Libraries Society

## *CLAIM FOR REIMBURSEMENT OF EXPENSES*

NAME

CLAIM NO.

Address for payment:

DATE PAID

CHEQUE NO.

Signed

**MEMBERS ARE ASKED TO USE THE CHEAPEST APPROPRIATE FARES ON PUBLIC TRANSPORT WHEREVER POSSIBLE. WHEN THIS IS NOT POSSIBLE AND ALSO WHENEVER OVERNIGHT ACCOMMODATION IS NECESSARY A BRIEF NOTE SHOULD BE ADDED.**

Date

Details of meeting/event & expenditure  
[with receipts where possible]

Amount claimed

TOTAL £ \_\_\_\_\_

**RETURN TO:**

ARLIS/UK & Ireland, The National Art Library, V&A South Kensington,  
Cromwell Rd, London SW7 2RL, Tel: 020 7942 2317,  
email: [arlis@vam.ac.uk](mailto:arlis@vam.ac.uk)