

- Please **type your details** directly on the candidate expense form (*Regeneron is unable to accept handwritten forms*)
- Receipts **must be listed as a separate line** items, except for invoices from hotels
- Ensure all **receipts are clearly legible**, receipts should correspond to the description on the expenses sheet.
- All receipts should be **scanned as a PDF document** and returned together with the completed form via email
- All entries on this form **must be in GBP**
- All reimbursement receipt reports must be submitted in GBP with an explanation and translation of the foreign receipts and their conversions
- If you have used a **debit card/ credit card** to make a purchase, please ensure you use the exchange rate that your bank has charged you and add the amount appearing on your statement to the form and please supply a copy of your statement as supporting evidence (*Regeneron only need to see the transactions and exchange rate*)

Dates	Description	Mileage	Air/Rail Travel	Hotel	Car Rental/Taxi Service	Personal Meals	Other (Parking, tolls, etc.)		
								Miles	Amount
30/10/2017	Car Parking (Interview in London)								
17/12/2017	Taxi (Cambridge-Heathrow)							£	15.00
19/12/2017	Taxi (Heathrow-Cambridge)							£	120.00
18/12/2017	Taxi (Hotel to Tarrytown offices \$23 (rate Open 1 USD = 0.7569 GBP)								130
18/12/2017	Taxi (Tarrytown offices to Hotel \$15 (rate Open 1 USD = 0.7569 GBP)								17.41
17/12/2017	3 Bottles of Sparkling Mineral Water \$17 (rate Open 1 USD = 0.7569 GBP)								12.86
18/12/2017	Evening Meal \$17 (rate Open 1 USD = 0.7569 GBP)								7.95
									13.96
Totals in Pounds								£	317.18

When filling out the below fields on the form, please see below for what is required.

1.	Beneficiary:	
	Social Security Number (If applicable): <small>Not required for Candidates</small>	
2.	Mailing Address:	
3.	Email Address:	
5.	*Banking instructions must be submitted as a separate attachment*	
4.	Requestor's Name:	
	Authorized Signature:	
	Cost Center	
	Project Code	

1. Beneficiary- Candidates full name (per bank account that expenses will be paid to)
2. Mailing Address – Candidates full postal address
3. Email Address – Candidates email address
4. Requestors Name – Candidates full name and sign the form
5. **Bank Instructions * please see below how to submit your bank information**

* In order for Regeneron to make payment to you, **We need your bank details, IBAN, BIC and bank name) in the body of an email from you not on the form.** We then send your email directly to Accounts – coming from your email guarantees they are your bank details. Accounts do not accept or process the expenses **otherwise. (PLEASE DO NOT SEND THEM IN AN ATTACHEMENT)**