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Dear Colleague,

Welcome to a DCUSA Working Group. As a Working Group member, it is recommended that you familiarise yourself with DCUSA procedures and the relevant sections of the website and DCUSA. For further information, please find attached the Working Group frequently asked questions (FAQ).

We would like to draw your attention to the ability to be reimbursed for your travel expenses when participating in a DCUSA Working Group.

Please note that the travel expenses form is available on the DCUSA website in the document library when you log in. If the need arises, we suggest that you download this form and send it to either a member of our finance team (Finance@electralink.co.uk) or to the DCUSA inbox dcusa@electralink.co.uk. For your convenience, the DCUSA expenses procedure and the DCUSA expense claim form are attached. Please note that all DCUSA expense claim forms need to include an accompanying receipt showing the cost of the travel being claimed.

Please do not hesitate to contact us if you have any questions.

Kind regards

DCUSA Secretariat