

**EPS Grindley Grant Travel and Accommodation Expenses Form**

Name of Claimant \_\_\_\_\_

Address of Claimant \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Please note that payment can ONLY be made to the claimant named on the application form. We cannot make Grindley Grant payments to other parties or institutions.

**DETAILS OF CLAIM** (Please attach all receipts). All claims to be received within 8 weeks of the meeting.

Date of meeting \_\_\_\_\_ Place of meeting \_\_\_\_\_

*\*Please note the Grindley Grant covers travel and accommodation costs only.*

Travelling expenses to and from the conference. Where your receipts show VAT separately or indicate that the cost is inclusive of VAT @ 20%, please separate this on the form. Where no VAT is payable leave the VAT column blank. N.B. International flights have zero VAT payable.	Amount	VAT	Total
<i>Example: Return flight between London and San Diego</i>	700.35		700.35
<b>Accommodation costs</b> ( <i>maximum £60.00 per night</i> )			
<i>Example: Travelodge, 2 nights</i>	100.00	20.00	120.00
<b>TOTAL CLAIMED TO EPS</b>			

Signature of Claimant \_\_\_\_\_

Date \_\_\_\_\_

Please return this form with all receipts to:

**EPS Administrator**  
**Department of Psychology**  
**Lancaster University**  
**Fylde College**  
**Lancaster**  
**LA1 4YF**