

## 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>	<i>700.35</i>		<i>700.35</i>
<b>Accommodation costs (maximum £60.00 per night)</b>			
<i>Example: Travelodge, 2 nights</i>	<i>100.00</i>	<i>20.00</i>	<i>120.00</i>
<b>TOTAL CLAIMED TO EPS</b>			

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

Date \_\_\_\_\_

**Please return this form with all receipts, either by email to [expsychsoc@kent.ac.uk](mailto:expsychsoc@kent.ac.uk) or by post to:**

**EPS Administrator  
School of Psychology  
Keynes College  
University of Kent  
Canterbury  
CT2 7NP**