



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

Signature of Claimant _____ Date _____

Please return this form with all receipts, either by email to expsychsoc@kent.ac.uk or by post to:

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