



EPS Exceptional Travel Fund Travel and Accommodation Expenses Form

Name of Claimant	
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Address of Claimant		
	Postcode:	Email:

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

Bank Name:	
Sort Code:	
Account Number:	
Name on Account:	
The international identifiers (if your bank is not based in the UK)	
BIC:	
IBAN:	

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

Date of Meeting _____ **Place of Meeting** _____

**Please note the Exceptional Travel Fund 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 travel between London and Swansea</i>	<i>200.35</i>		<i>200.35</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	
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Please return this form with all receipts in a combined PDF file by email to expsychsoc@kent.ac.uk or by post:

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