

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

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| **Name of Claimant** |  | |
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| **Address of Claimant** |  | |
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| **Postcode:** | **Email:** |

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| **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.** |

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| **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.**

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| **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** |
| *Example: Return flight between London and San Diego* | | | | *700.35* |  | *700.35* |
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| **Accommodation costs** *(maximum £60.00 per night)* | | | |  | | |
| *Example: Travelodge, 2 nights* | | | | *100.00* | *20.00* | *120.00* |
|  | | | |  |  |  |
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|  | | **TOTAL CLAIMED TO EPS** | |  |  |  |

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| --- | --- | --- | --- | --- |
| **Signature of Claimant** |  | | **Date** |  |
|  | |
| **Please return this form with all receipts in a combined PDF file by email to** [expsychsoc@kent.ac.uk](mailto:expsychsoc@kent.ac.uk)**.** | | | | |