

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

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| **Name of Claimant** |  |
|  |  |
| **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**.**  |