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.

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 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*
Accommodation costs *(maximum £100.00 per night)*			
Example: Travelodge, 2 nights	*83.33*	*16.67*	*100.00*
TOTAL CLAIMED TO EPS			

Signature of Claimant		**Date**	

Please return this form with all receipts in a combined PDF file by email to expsychsoc@kent.ac.uk**.**