

Expenses claim form for: _____ (event)

If you are a **student UK Higher Education delegate** travelling within the UK to attend a cemmap training course, workshop or masterclass, you are eligible for a contribution towards your accommodation and travel (maximum contribution £175).

To claim for your expenses, you must complete this form and return it with proof of purchase (train / bus tickets and receipts for accommodation) to:

Bonnie Brimstone, External Relations Officer, Institute for Fiscal Studies, 7 Ridgmount Street, London, WC1E 7AE

Please note that we are unable to cover costs of travel and accommodation if you do not provide proof of purchase. We are unable to cover the cost of food.

Personal details

Name	_____
University	_____
Address	_____

Telephone	_____
Email	_____

Details of expenditure

Economy travel (train / bus / plane tickets):

From _____ to _____ cost _____

From _____ to _____ cost _____

From _____ to _____ cost _____

Accommodation:

Total claim: _____

Please also complete the section overleaf in order for us to process your claim.

How would you like us to reimburse you?

- Please tick here if you would like us to send a **cheque** in your name to the address provided above.
- Please tick here if you would like us to transfer these funds to your **bank account**. We will also need you to provide account details below.

Bank account details (if applicable):

Name of account holder _____
Bank account number _____
Sort code _____
Reference (optional) _____