

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 may be eligible for a contribution towards your accommodation and travel (maximum contribution £175).

These funds are only available if no other funds are accessible. Please ensure that you ask your Tutor or Head of Department to confirm your status by completing their details overleaf. To claim for your expenses, you must complete this form and return it with your departmental letter and proof of purchase (train / bus tickets and receipts for accommodation) to:

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) _____

**Confirmation that you are a student at a UK college or university:**

We cannot process any claims without confirmation of your status. Please ask your head of department or tutor to provide details below.

Name: _____
Position: _____
Email: _____
I confirm that _____ is a student at a UK college / university.
There are no departmental funds available to assist with travel expenses for this event.
Signed _____



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