**CLAIM FOR STUDENT TRAVEL EXPENSES**

**This form is not to be used for expenses in connection with research at an External Partner Organisation (EPO)**

**The Travel Allowance is to be used to fund the student’s attendance at conferences/scientific meetings and associated costs (e.g. registration fees, travel, accommodation, subsistence).**

**All Travel Allowance claims must be accompanied by a clear description of the conference and its relevance to the Studentship and be clearly identified as being claimed from the Travel Allowance.**

**Expenses for attending training courses and workshops should be paid from the students’ Research Expenses (Consumables), not the Travel Allowance.**

**PhD Reference number**

**Principal Supervisor**

**Student Name**

**Please confirm, by ticking the box, that the costs below represent the most appropriate and cost efficient options available****[ ]**

|  |  |  |
| --- | --- | --- |
| **Reason for expense (please complete all relevant boxes)** | Cost(£) | Travel Allowance balance carried forward       |
| **Name of Conference/Scientific Meeting:** **Date:** **Purpose of attendance (e.g. presenting):****Relevance of Conference/Scientific Meeting to project:** |  |  |
| **Travel costs (e.g. rail fare, air far, taxis)** |  |  |
| **Accommodation** |  |  |
| **Subsistence** |  |  |
| **Registration fees** |  |  |
| **Other expenses** |  |  |
| **TOTAL** |  | **Remaining Travel Allowance balance**  |

**TO BE SENT BY EMAIL TO:**

**Kirsty McKenzie, Trust Administrator**

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