

RESEARCH STUDENT'S CLAIM FOR TRAVEL AND SUBSISTENCE EXPENSES

NAME (BLOCK CAPITALS):

COLLEGE:

Name and place of Conference/Meeting etc:

Dates of Conference/Meeting etc:

**Students must apply to their College for at least 50% of each claim totalling over £200. Note that some Colleges will decline unless approached in advance.**

Cost of transport: £  
(please specify on r.h.s.)

Subsistence and other expenses: £  
(please specify on r.h.s.)

TOTAL: £

*LESS:* savings on normal expenses: £  
(food, rent etc)

TOTAL NET EXPENDITURE: £

*LESS:* amounts claimed from other sources: £  
(eg College, Research Council, Philosophical Society, etc)

AMOUNT CLAIMED FROM DEPARTMENT: £

Signed: .....

Date: .....

This form must be handed to your Supervisor (or other suitable member of staff), who should check that this claim is a fair charge on the Research Training Support Grant, (*or, if the claim is to be charged to some other grant, this should be shown in the box below*) and should approve the claim by signing below.

**Receipts, or other suitable evidence of expenditure, for all items (> £10) of travel, accommodation and registration fees must be attached; or, if this is an advance, such receipts must be provided afterwards.**

Approved: .....

Date: .....

Charge to:

For HOD: