

Faculty of Mathematics

RESEARCH STUDENT EXPENSES CLAIM FORM FOR LANGUAGE TRAINING

This form is to be used for reimbursement of expenses relating to language training approved by the School. Prior to making a claim you must have formal confirmation from the School's Researcher Developer that funding has been sanctioned and that you can book the language course of your choosing.

Please tick the box to confirm that you have received approval for this training from the School Language Training Fund. Approval must be given prior to the submission of this claim:

NAME:	
DEPARTMENT:	
COLLEGE:	
SUPERVISOR:	

Name, place and dates of language training	
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Total Cost:	£
Less: Amounts claimed from College/other sources (please give details)	£
Amount claimed from the Department:	£

Signed:	
Dated:	

Evidence of expenditure must be attached before submitting your claim.

**Completed forms should be submitted to the
Faculty Graduate Office (C0.14/C0.15)**

To be completed by GO			
SPS approval confirmed by (name)		Date	
Copy of SPS confirmation email attached	Yes / No		