

# Department of Applied Mathematics and Theoretical Physics

## STUDENT EXPENSES CLAIM FORM FOR CONFERENCES OR RESEARCH VISITS

**STUDENTS MUST APPLY TO THEIR COLLEGES FOR AT LEAST 50% OF EACH CLAIM TOTTALLING OVER £200.00. NOTE: SOME COLLEGES WILL DECLINE UNLESS APPROACHED IN ADVANCE.**

<b>Name:</b>		<b>College:</b>	
<b>Research Group:</b>		<b>Year: 1    2    3    4</b> (Please circle)	
<b>Supervisor:</b>			

Name, place and dates of Conference/Meeting/Research visit:	
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Cost of transport:	£
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Subsistence and other expenses: (Please specify)	£
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<b>TOTAL:</b>	£
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<b>LESS:</b> Amounts claimed from other sources (Please give details)	£
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<b>Amount claimed from the Department:</b>	£
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Signed:	Dated:
Please tick the box if you have already submitted a Pre-Application form for this event:	<input type="checkbox"/>
Please tick the box if a Pre-Application form is attached:	<input type="checkbox"/>

Approved: (Supervisor)	Dated:
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***After approval by your supervisor please give this form to Jon Foulkes in B1.27***

<b>Account to charge:</b>	
Head of Department:	Dated:

**ALL RECEIPTS OR EVIDENCE OF EXPENDITURE MUST BE ATTACHED**