

Expenses claim form for: \_\_\_\_\_ (event)

If you are a UK HE delegate travelling within the UK to attend a cemmap training course or master class, you are eligible for a contribution towards your subsistence and travel (maximum contribution £140, first come first served).

To claim for your expenses, you must complete this form and return it with proof of purchase (train / bus tickets and receipts for accommodation and subsistence) to:

Bonnie Brimstone, External Relations Officer, Institute for Fiscal Studies, 7 Ridgmount Street, London, WC1E 7AE

**Please note that we are unable to cover costs of travel and subsistence if you do not provide proof of purchase.**

### 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:**

Hotel name \_\_\_\_\_

Number of nights \_\_\_\_\_ cost \_\_\_\_\_

**Other (evening meals and non-alcoholic refreshments):**

\_\_\_\_\_  
\_\_\_\_\_