A blue background with white text

Description automatically generated

**Return this completed form to** [mvls-gradschool@glasgow.ac.uk](mailto:mvls-gradschool@glasgow.ac.uk), within two months of the event, or by July 31st in the current academic year, whichever is soonest.

All expenses will be reimbursed to a project code, not a personal bank account.

***Student Personal Details:***

|  |  |
| --- | --- |
| **Name** |  |
| **ID** |  |
| **Email** |  |
| **Address**  **(Including full postcode)** |  |
| **Country** |  |
| **Event Attended** |  |
| **Date Attended** |  |
| **Amount claiming as stated in award letter** |  |

**Project/Budget Code (to receive money via non-reversing journal):**

|  |  |
| --- | --- |
| **Project code** |  |
| **Project code** |  |

**Summarise your expenses below:**Food and drinks are not to be included. Adhoc expenses like train/metro/taxi/Uber/anything you can’t use a project code to pay for upfront, etc, will have to be claimed via the new student expense tile on your MyGlasgow Student Portal. The Graduate School will only reimburse the amount awarded as stated on your award letter.

|  |  |
| --- | --- |
| Expense Type | Claim Amount (in GBP) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

**DECLARATION**

I certify that this claim:

a) is to reimburse expenditure incurred by me on behalf of the University of Glasgow

b) has not & will not be met by any other outside source

c) should be paid to the project quoted above

Signature: Date:

PRINT NAME:

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**CHECKLIST:**

Have you attached:

* Project code – Y/N
* Summary of expenses – Y/N
* Report – Y/N