

**Faculty of Philosophy Supplier Number (for office use):**

**APPLICATION FOR REIMBURSEMENT OF CONFERENCE AND RELATED EXPENSES**

The Faculty of Philosophy is prepared to reimburse conference/workshop and related expenses incurred by Philosophy postgraduate students, up to a maximum of £200 per academic year. Eligible expenses include registration, travel & accommodation. The Faculty will reimburse such expenses if they cannot be reclaimed from other sources. Applicants are expected to make their initial claim through the University and/or college funds, or external sources where applicable, in the first instance.

1) Requests for reimbursement of expenses must be first supported by the PhD Supervisor/MPhil Advisor using this form.

2) The completed form should then be submitted to accounts at [philacc@phil.cam.ac.uk](mailto:philacc@phil.cam.ac.uk). The Faculty Manager will then confirm the amount of funding approved. This completed form must be approved before an actual claim can be processed.

3) Approved payments will only be made on production of receipts *after* the conference has taken place. Reimbursement payments will be made via UK bank transfer. To claim for reimbursement, please submit the following documents to accounts at [philacc@phil.cam.ac.uk](mailto:philacc@phil.cam.ac.uk)

1. the approved conference expenses claim form,
2. a PDF or photo of a bank statement (transactional details can be covered up) that shows:

·         bank name and address,

·         Individual's name and address,

·         account number and sort code

1. completed FD1A expenses form to allow for the reimbursement to be processed. This form can be found here: <https://www.finance.admin.cam.ac.uk/expense-forms>

|  |  |
| --- | --- |
| **Full Name of Student:** |  |
| **University Student Number:** |  |
| **Address** |  |
| **Conference/workshop details:**  **(Subject, location, dates)** |  |

**EXPENDITURE**

(Please enter estimated costs if conference is yet to take place)

|  |  |
| --- | --- |
| Travel: |  |
| Accommodation: |  |
| Conference registration: |  |
| Total expenditure: |  |
| **Total amount applied for from Faculty:** |  |

**GRANTS APPLIED FOR FROM OTHER SOURCES**

|  |  |  |
| --- | --- | --- |
| **SOURCE**  **(i.e. college, external award)** | **AMOUNT APPLIED FOR** | **AWARDED? (Y/N)**  Or expected notification date |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |

|  |  |
| --- | --- |
| **Signature of applicant:** |  |

**SUPERVISOR/ADVISOR APPROVAL**

I hereby confirm that I am in support of this application. The subject of this conference is relevant to the applicant’s dissertation/thesis.

|  |  |
| --- | --- |
| Supervisor name: |  |
| Signature of Supervisor: |  |
| Date: |  |

**FACULTY APPROVAL** (Office use only)

|  |  |
| --- | --- |
| Amount approved by Faculty of Philosophy: |  |
| Signature of Faculty Manager: |  |
| Date: |  |

Accounts code: **U.GV.GVBC.GAAA.ERBZ.0000**

**Updated 10 Oct 2023**