

**Return this completed form to** mvls-gradschool@glasgow.ac.uk, within one month of the event, or by July 1st in the current academic year, whichever is soonest.

Food/drinks will not be reimbursed.

**Student Personal Details:**

|  |  |
| --- | --- |
| **Name** |  |
| **ID** |  |
| **Email**  |  |
| **Event Attended** |  |
| **Date Attended** |  |
| **Amount claiming as stated in award letter** |  |

**Budget/Project Code(s) Code Used to Pay for Expenses:**The Graduate School will reimburse expenses back to project codes via a non-reversing journal.

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

**Summarise your expenses with this form:**Ask your local School PGR Admin for help if you have no access to Agresso for this information.

Food/drinks will not be reimbursed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| VoucherTransaction Number | Voucher Date | Period | Account | Expense Description | Claim Amount (£) |
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|  |  |  |  |  |  |
| 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 budget/project code(s) quoted above

Signature: Date:

PRINT NAME:

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**CHECKLIST:**

Have you attached:

* Budget/Project code details – Y/N
* Summary of expenditure including transaction numbers – Y/N
* Report – Y/N