

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

If you wish to split payment between your bank account and a project/budget code, complete both sections below.

***Student Personal Details:***

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

***UK Bank Details:***

|  |  |
| --- | --- |
| **Account Name (if different from above)** |  |
| **UK Bank Name** |  |
| **Bank Branch / Address**  |  |
| **Sort Code (6 digits)** |  |
| **Account Number (8 digits)** |  |

You must attach a redacted copy of your **personal** bank details required to make payments **as supplied by your bank**.

This can be either:

• a pre-printed account pay-in slip,

• a copy of cheque (scored through) or,

• a partial bank statement (details visible, no financial information).

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

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

Complete expenses below.

***Bank Details (for non-UK bank accounts only)***

|  |  |
| --- | --- |
| **Account Name (if different from above)** |  |
| **Bank Name** |  |
| **Bank Address**  |  |
| **Country** |  |
| **Beneficiary's SWIFT Code / BIC Code** |  |
| **Beneficiary's IBAN / Account No.** |  |
|  |  |
| **Canada Only - 5-digit transit code & 3 digit bank code** |  |
| **Australia Only - 6-digit BSB number** |  |
| **China (supplier only) CNAPS code if paying in CNY** |  |
|  |  |
| **Intermediary Bank details (if required)**  |  |
| **Swift code** |  |
| **Bank account/IBAN no** |  |
|  |  |
| **Your local currency** |  |

You must attach your **personal** bank details required to make international payments **as supplied by your bank**.

This can be either:

• a pre-printed account pay-in slip,

• a copy of cheque (scored through) or,

• a partial bank statement (details visible, no transactional information).

Note – the bank account evidence must show your name/bank account and sort code numbers.

This should include IBAN and BIC/SWIFT numbers for EU accounts and a SWIFT and Routing Number for US accounts.

This information can also be found on statements or through on-line banking which you can print or scan and attach to this form. **Handwritten details cannot be accepted.**

Payment will be made in **GBP**, so it is important that you **check your bank can accept GBP payments**. If not, you will have to use an **intermediary bank** and must also provide details of the intermediary bank being used

**\*\*\* IMPORTANT – your bank account evidence must show your name/bank account and sort code numbers \*\*\***

Complete expenses below. Add more rows if required.

**Summarise your expenses and return copies of receipts with this form:**

|  |  |
| --- | --- |
| 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 bank details quoted above

Signature: Date:

PRINT NAME:

**Return this completed form to:** mvls-gradschool@glasgow.ac.uk

**CHECKLIST:**

Have you attached:

* Bank details – Y/N
* Receipts – Y/N
* Report – Y/N