



**APPLICATION FOR A GRANT FROM THE SPS TRAVELLING EXPENSES FUND,  
PLEASE CONSULT THE GUIDELINES BEFORE COMPLETING THIS FORM**

**1 To be completed by University Officer**

Name:		
Department:		
Position (please check eligibility criteria):		
Email address:		
Purpose of journey, including destination and brief details:		
Start and end dates:	<b>Start date</b>	<b>End date</b>
Estimated expenditure: travel fare (please refer to guidance from Finance Division concerning fares):		
Estimated expenditure: subsistence (please refer to guidance issued by Finance Division):		
Estimated expenditure: conference fee:		
Total estimated expenditure:		
Grants sought from other sources (including Departmental funds). Please state amount sought and whether request has been approved:		
Sum requested:		
Separate application made to Foreign Travel Fund (Please let us know after the decision is notified to you from the FTF)		<b>Y / N</b>

**Signature .....**

**Date.....**

**2 To be completed by Head of Department**

I support this application for a grant from the SPS Travelling Expenses Fund

**Signature .....**

**Date.....**

**3 To be completed by School Office**

Date of Competition	Eligibility Criteria Met	Conference or Research	Amount awarded	Reference Number

**Signature .....**

**Date.....**

No applicant will receive more than one grant in respect of any one financial year (1 August – 31 July): for this purpose the relevant date is that of the letter of notification of a grant. Notification of a grant will not normally be made more than six months before the date of departure. An upper limit is in place, from the travel fund, of £500 in respect of conferences; and £800 in respect of research trips. We would normally expect total contributions from other sources to match the SPS TEF contribution.