**HOST INSTITUTION DETAILS**

Name:

Address:

Post code:

**BANK DETAILS OF HOST INSTITUTION (Payments will be made directly to the bank account provided below)**

Bank name:

Bank address:

Account name:

Account number:

Sort code:

Swift code (BIC): *if applicable*

IBAN: *if applicable*

**DETAILS OF CLAIM (Please attach relevant receipts, scanned versions are acceptable. List below each type of expense separately eg travel for participants, costs associated with the venue)**

Date: Type of expense: Amount (£):

**Grand total (£):**

**JUSTIFICATION OF EXPENSES CLAIM (Please provide a brief explanation of the purpose of the expense and how the claim relates to a Network activity)**

**DECLARATION**

**I declare that no other claim has been or will be made for this expenditure from the university or any other organisation**

**CLAIMANT SIGNATURE:**

**DATE OF CLAIM:**

**Please return this form with scanned receipts to:** Network Manager: [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk)