

Claiming expenses for your SIRE activity/visit

In order to simplify and speed up the claims procedure, please fill in the form attached as well as the following information. Note that your bank details (account and sort code) are required.

Your Name:

Home address (used by the UK bank account) - please ensure you complete your bank details next page)

List all expenses below for which you are claiming a reimbursement:

Date of the receipt:	Details (e.g train ticket Edinburgh to x)	Total cost

Your signature:

Date:

Please send all original receipts with your claims form (following page) to:

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