

JUNIOR RESEARCH FELLOWS

Research Expenses Claim Form

Please read the following guidance notes before you submit your form.

Expenses of up to £800 per year can be claimed by Junior Research Fellows. Junior Research Fellowships are held for three years and therefore no more than three sets of annual expense claims can be made. In addition, unspent funds cannot be carried forward and claims cannot be made before the start of your fellowship or backdated to a previous year. Depending on the date of your election to a Junior Research Fellowship, your "year" will be as follows:

<u>Election Date</u>	<u>Year to and from period</u>
1 January	January to December
1 April	April to March
1 October	October to September

If you have spent the amount claimed on any of the expenses listed below wholly, exclusively and necessarily in connection with your research during the academic year and have not already claimed/will not claim the expenses elsewhere, you may claim up to the full amount. You may claim for expenses up to the limit at any time during the year. Receipts and other documentary evidence of the expenditure **must** be submitted with your claim for tax purposes (please complete the continuation sheet).

Permissible expenses are costs for:

- Travel to and from conferences;

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