## HIS Trainee Bursary Claim Form

Please note only **HIS Members** are eligible to apply for Trainee Travel Bursaries.

HIS Membership is free for Trainees and application is via the HIS website at:-

(<https://www.his.org.uk/amember/signup/>)

All Trainee Member Delegates attending the HIS Education Programme Days may be eligible for an **Extended Travel Bursary to the value of £50.00.** This will be a reimbursement of travel costs already incurred by you. You are eligible if:

1. Your claim is solely for travel costs to attend the event named in the form below.
2. Your residence or place where you started your journey is a minimum of 50 miles/80Km from the training day venue.
3. You make your claim within one (1) month of attending the event, and provide adequate receipts.

|  |  |
| --- | --- |
| Your Name: |  |
| Training Day Date/Venue: |  |
| Your Contact Details – Email/Mobile: |  |
| Your Address/Journey Start: |  |
| I confirm I am a HIS Member | Yes / No [If no, your claim will not be eligible] |
| I confirm that my residence is a minimum distance of 50 miles / 80 km from the event venue: | Yes / No [If no, your claim will not be eligible] |
| Amount claimed (up to a maximum of £50.00). Please attach copies of **all receipts for travel**: |  |

**Payment information (where the reimbursement of expenses is to be remitted)**

|  |  |
| --- | --- |
| Name of Bank: |  |
| Bank Address / Branch Address: |  |
| Account Number: |  |
| Sort code: |  |
| Account Name: |  |
| IBAN No: |  |
| BIC No: |  |

If your claim is eligible, we aim to reimburse you within 10 working days of receiving your claim form.

**Please Complete and Return to:**

[admin@his.org.uk](mailto:admin@his.org.uk)

Or

Post to the Healthcare Infection Society, 162 Kings Cross Road, London, WC1X 9DH.

**For Office use:** Eligible Yes/No **Authorised by:**