

### 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:-

[\(https://his.org.uk/join-us/trainee-membership/\)](https://his.org.uk/join-us/trainee-membership/)

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 <b>all receipts for travel</b> :	

**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, Montagu House, 7e Wakefield Street, London, WC1N 1PG.

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

**Authorised by:**