**Postgraduate Researcher COVID-19 Expense Fund Claim Form - 2023**

**Please read** [**the guidelines**](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=55066) **before completing/submitting this form**

**Section 1: Personal details**

|  |  |
| --- | --- |
| **University of Manchester ID No.** |  |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Faculty** |  |
| **School/Division/Department** |  |
| **Contact Telephone Number** |  |
| **Email address** |  |

**Section 2: Details of expenses claimed**

Claims can be made for the following:

* Essential equipment associated with your research (please note that on the 14th of January 2021 the University put in place [processes](https://www.staffnet.manchester.ac.uk/coronavirus/faqs/pgr/#remoteworking) by which PGRs could acquire IT and office equipment for remote working at no personal cost – therefore, any such items purchased after January 14th may not be covered by the COVID expense fund).
* Additional Visa costs due to COVID-19-related extension to programme.
* Research training – where not available and required as part of re-scoping a project.
* COVID testing costs due to [University sanctioned](https://documents.manchester.ac.uk/display.aspx?DocID=52788&gator_td=JMeZwspGFSkKw694KNt%2fedkFPAovxQY970aZTflvktseCdghQRIKC2txsVAB51jVIq3AM9cd4trwjyM913LEw4H6gD%2fV7KKphKcTYQpGonkISjJXOodepOjK5wiMKbZ0NFlvdvNeL%2fvmjglDvIInIOi%2biNtpZBmZYvztOTUSHKc7mT0IRSW4ZLe%2b%2fiLndsiP) research essential travel / return to Manchester to resume research.

*NB:**Please submit**receipts / evidence of expenditure for every item claimed alongside this form.* *If your claim is related to travel please provide full details on the reason for your travel and why it was essential for your research.*

|  |  |
| --- | --- |
| **Expense Details (please be a detailed as possible explaining why the expense was necessary / unavoidable)** | |
| **Give full details** |  |
| **£** |  |

|  |  |
| --- | --- |
| **Total of expenses claimed (£500 max)** | **£** |

**Section 3: Signature**

**By completing this section you are declaring that the fees/expenses being claimed were:**

1. Wholly necessarily and exclusively incurred whilst engaged in the business of the University / your research programme
2. No other claim has been made or will be made to this or any other organisation for the expenses claimed

|  |  |
| --- | --- |
| **Signature / full name of claimant** |  |
| **Date** |  |

**Section 4: Submission**

Once completed this form should be submitted alongside all receipts / evidence of expenditure to [mdc@manchester.ac.uk](mailto:mdc@manchester.ac.uk) using the subject heading ‘PGR COVID Expense Claim.’

*Please note that you cannot claim any expenses for which you do not have sufficient evidence. In order to receive a payment PGRs must ensure they have submitted their UK bank details* [*online*](https://www.studentsupport.manchester.ac.uk/finances/funding-opportunities/receiving-my-payments/university-bursaries-grants-and-stipends/)*.*

*This fund is for PGR students ONLY.*