**BSSH Small Events Claim Form**

Please itemise costs incurred below and provide evidence of expenditure (e.g., invoices / receipts). The claim should be consistent with the original application made for funding as agreed by the BSSH. When completed, please return to C.Heffernan@ulster.ac.uk for reimbursement.

|  |  |
| --- | --- |
| Item | Cost |
| **Total requested**  |  |

**Event outcomes**

Please provide brief report on the event and any significant outcomes (e.g., plans for publication)

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|  |

**Signature & Date**

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