EPSRC Centre for Doctoral Training in Agri-Food Robotics: AgriFoRwArdS

RTSG Spend Request Form

1)	**Student Name**	

2)	**Supervisor Name**	

3)	**Project Title**	

4)	**Nature of Spend** *This form must be submitted and authorised **before** any spend is made.* *Some purchases will be facilitated by the Delivery Teams, and some purchases will be bought by the student and claimed back. This will be decided on a case by case basis.*	☐ Purchase of item ☐ Conference/ training ☐ Travel costs ☐ Other

5)	**Description of Spend** • *For items – please include supplier, item description and product code (you should also provide any quotations alongside this form)* • *For travel – please specify mode of travel, dates, times* • *For conference/training attendance – please specifiy name of conference, dates, mode (e.g. virtual or in person), reason for attendance* • *For other – please specifiy details*	

6)	**Total spend**	£

7)	**Reason for spend**	

I confirm that I have read the AgriFoRwArdS RTSG Guidance notes, and, to the best of my knowledge, the purchases detailed above falls within the allowed RTSG spend.

8)	**Signature of Primary Supervisor**		**Date**	

9)	**Signature of CDT Director or CDT Project Manager**		**Date**	