University of Essex

Essex Travel Bursary

Please complete ALL sections of the form in BLOCK CAPITALS.

Applicant Details	Person to be reimbursed
Name: ……………………………………………………	A bank transfer will be sent to the account holder below:
UCAS ID: …………………………………………………	Name on the account: ……………………………………
Date of event attended: ……………………………………	Name of bank: ……………………………………………
Email address: …………………………………………	Address of bank: …………………………………………
Home address post code: …………………………………	……………………………………………………………
If we have any queries, we will contact you based on the information you provide on this form. Please make sure it is correct.	Account number: ⬜⬜⬜⬜⬜⬜⬜⬜ Sort code: ⬜⬜ ⬜⬜ ⬜⬜ Signature: …………………………………………………

The maximum award of the Essex Travel Bursary for applicants is £100.
The reimbursement will cover travel for the applicant and one guest in attendance.

JOURNEY DETAILS

Travelling by car	Travelling by bus/train
Journey in miles:………….. Campus: ……………………	Cost of journey from home to campus:
You will be reimbursed 20p per mile.	Total: £ …………..
Total: £ …………..	
You will be reimbursed for mileage (as the crow flies) **to and from** the campus you are visiting. Please specify the total number of miles to be reimbursed in the designated space above. You do not need to attach fuel receipts.	**Claims will only be processed with valid receipts or tickets attached.** Train/bus travel must be at standard class and for no more than the applicant and one guest.

TOTAL TO BE REIMBURSED £ ………………………………………………………….

Our team must have the bursary application form and relevant receipts within 30 days of your visit to be eligible for a refund.

Feel free to hand in your application form and receipts on the day of your visit, or scan/photograph and email them to us at applicantbursary@essex.ac.uk. Alternatively, you can post them back to us: Applicant Day Travel Bursary Team, Marketing and Student Recruitment, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ

For full terms and conditions of the Essex Travel Bursary, please visit our website
E applicantbursary@essex.ac.uk

FOR INTERNAL USE ONLY

Cost Code   Authorised by ……………………………………………………………………………

⬜ 5572 / RR00300   Print name ……………………………………………………………………………

*Payments will be made in European currency based on the exchange rate on the day of reimbursement. Payment will be made up to the value of £100.