



Please complete ALL sections of the form in BLOCK CAPITALS.

Enquirer/Applicant Details	Person to be reimbursed
Name: Date of tour: Email address: If we have any queries, we will contact you based on the information you provide on this form. Please make sure it is correct.	A bank transfer will be sent to the account holder below: Name on the account: Name of bank: Address of bank: Account number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Sort code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Signature:

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

JOURNEY DETAILS

Travelling by car	Travelling by bus/train
Journey in miles:..... Campus: You will be reimbursed 20p per mile. Total: £ You will be reimbursed for mileage 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.	Cost of journey from home to campus: Total: £ 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: Southend Guided Campus Tour Travel Bursary Team, Marketing and Student Recruitment, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ

For full terms and conditions of the Southend Guided Tour Travel Bursary, please visit essex.ac.uk/visit-us/campus-tours E applicantbursary@essex.ac.uk

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Cost Code 5572RR00301 Authorised by

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.