



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 Applicant Day: .....	Name of bank:.....
Email address: .....	Address of bank: .....
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: <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 the Applicant Day Travel Bursary for UK applicants is £100. You must live further than 30 miles (as the crow flies) from the campus you are visiting in order to be eligible for the bursary.

### JOURNEY DETAILS

Travelling by car	Travelling by train
Journey in miles: ..... campus: You will be reimbursed 20p per mile.	Cost of journey from home station to Colchester/ Southend Station:
Total:           £ .....	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.	<b>Claims will only be processed with valid receipts or tickets attached.</b> Train 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 in order to be eligible for a refund.

Feel free to hand in your application form and receipts on the day of your visit, or scan 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 Applicant Day Travel Bursary, please visit [www.essex.ac.uk/see/applicantdays](http://www.essex.ac.uk/see/applicantdays)  
E applicantbursary@essex.ac.uk

#### FOR INTERNAL USE ONLY

Cost Code  5572RR00301                      Authorised by.....  
 5572RR00301                      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.