University of Essex

ESSEX TRAVEL BURSARY

Please complete ALL sections of the form in BLOCK CAPITALS.

Please read the Terms and Conditions before filling in the form below.

Name: ………………………………………………………	A bank transfer will be sent to the account holder below:
Email address: ………………………………………………	Name on the account: ……………………………………
Home address post code: …………………………………	Name 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.	Address of bank: …………………………………………
	…………………………………………………………………
	Account number: _ _ _ _ _ _ _ _
	Sort code: _ _ _ _ _ _
	Signature: ………………………………………………

The maximum award of the Essex Travel Bursary for applicants is £100.

The reimbursement will cover travel for the event booker and one guest in attendance.

JOURNEY DETAILS

How did you travel (car, train, bus)? ……………………………………………………….. You will be reimbursed 20p per mile. You will be reimbursed for mileage (as the crow flies) **to and from** the campus you are visiting. You do not need to attach fuel receipts.	Cost of journey from home to campus via public transport: Total: £ ………….. **Claims will only be processed with valid receipts or tickets attached.** Screenshots of e-tickets and scans of your tickets are accepted. 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: Essex 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 please visit our **website**.

E applicantbursary@essex.ac.uk