



Please complete all sections of the form in BLOCK CAPITALS.

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

The maximum award of the Taster Week Travel Bursary for individual UK applicants is £50 and the maximum for schools groups of 10 students or more is £250.

<b>Traveling by car/coach</b>	<b>Traveling by train</b>
<b>Journey in miles:</b> You will be reimbursed 20p per mile. <b>Parking: £</b> <b>Total: £</b> <b>School groups traveling via coach: Y/N</b>	<b>Cost of journey from home station to Colchester station:</b> <b>Total: £</b>
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, however we require a receipt for parking.	Claims will only be processed with valid receipts or tickets attached. Train travel must be at standard class and for no more than the student.

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 [schools-link@essex.ac.uk](mailto:schools-link@essex.ac.uk).

For full terms and conditions of the Taster Week Travel Bursary, please visit

<https://www1.essex.ac.uk/outreach/secondary-college/taster-days.aspx>

E [schools-link@essex.ac.uk](mailto:schools-link@essex.ac.uk)

FOR INTERNAL USE ONLY

**Cost Code:**  
5572 RR00100

**Authorised by:**  
**Print name:**

