

Travel Reimbursement Form

Availability

If you are attending our Parents & Supporters Guide to University event on Saturday 20 April 2024, you could be entitled to receive expenses to cover the cost of your travel (up to £50 per booking).

Eligibility

Your child/dependant must meet any one of the following criteria:

- Your child/dependant meets any of the PARTNERS Programme Supported Entry eligibility criteria (more information can be found [here](#)), in addition to meeting the essential conditions.
- Your child/dependant is taking part in the Realising Opportunities Programme.
- Your child/dependant is taking part in the Sutton Trust Programme.
- Your child/dependant has experienced time in care.
- Your child/dependant is an asylum seeker or refugee.
- Your child/dependant is currently in receipt of, or entitled to, free school meals.

Evidence & how to apply

In order to receive a reimbursement for your travel expenses, you must provide evidence of your travel booking (unless you are claiming mileage for a car journey). This evidence **must** include the cost of the purchase, such as a receipt or a photocopy of a travel ticket.

To apply, you must complete this form and submit it via the details at the bottom of this form.

Your personal details – to be completed by attendee

Name:

Address:

Home postcode:

Telephone:

Email:

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Your eligibility – to be completed by attendee

Tick to confirm which criteria you meet. This will be confirmed by University staff upon submission of your form.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | My child/dependant has met one or more of the PARTNERS eligibility criteria, in addition to meeting the essential conditions |
| <input type="checkbox"/> | My child/dependant is taking part in the Realising Opportunities Programme. |
| <input type="checkbox"/> | My child/dependant is taking part in the Sutton Trust Programme. |
| <input type="checkbox"/> | My child/dependant has experienced time in care. |
| <input type="checkbox"/> | My child/dependant is an asylum seeker or refugee. |
| <input type="checkbox"/> | My child/dependant is currently in receipt of, or entitled to, free school meals. |

Travel information – to be completed by attendee

Please provide information below for each method of travel utilised to attend our event.

Rail

Which station will start your journey at?
(e.g. London King's Cross)

Total cost of ticket:

Metro

Which station will start your journey at?
(e.g. Chichester)

Total cost of ticket:

Bus/coach

Which station will start your journey at?
(eg South Shields)

Total cost of ticket:

Car mileage

How many miles is your return journey from home to Newcastle University?

Total cost of car journey*:

**Car mileage will be reimbursed at the rate of 45p per mile for the first 200 miles, and 25p per mile thereafter. Mileage will be verified when claiming.*

Flight

Which airport did you travel from?

Total cost of ticket:

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Bank account details – to be completed by attendee

Please let us know the details of the account that you would like to nominate to receive the expenses.

Sort code: _____ Account number: _____

Name of account holder: _____

If different from claimant, please provide the following details for the account holder.

Relationship to claimant: _____

Tel: _____ Email: _____

Declaration – to be completed by attendee

I declare that the cost stated above is a true estimate of the cost of traveling to Newcastle University from my home.

Signature: _____

Name: _____ Date: _____

Form submission – for action by attendee

Once you've completed your form, please submit it along with proof of purchase via either:

- In-person at the event Welcome Desk, Herschel Building
- E-mail to Visit.bursary@newcastle.ac.uk following the event

Receipt of submission – for office use only

I can confirm that this form has been checked and the costs are in-line with the University's expenses policy.

Signature: _____

Name: _____ Date: _____