**Offer Holder Day 2023**

**Travel Expense Form**



If you were due to attend an Offer Holder Day at Newcastle University which has been cancelled due to industrial strike action, we are able to reimburse the cost of any additional expense incurred as a result of the cancelled event.

**What Can You Claim For?**

# Attending an Alternative Date

If you choose to attend an alternative date and incur any costs to change your travel tickets or accommodation, we will be able to reimburse these costs for you.

* For example, we can reimburse the cost to amend your existing rail booking if there is additional costs incurred.
* NB, we will not reimburse the cost of your original ticket and then reimburse the cost of a new tickets unless the cost of a new ticket is less.
* You must provide proof that your ticket was purchased before notification was sent of the cancellation of your event

# No Longer Able to Attend

If there are no alternative dates for your subject area that are suitable for you, then we will reimburse any travel tickets and/or accommodation you had booked for the cancelled event for which you cannot obtain a refund.

* You must provide evidence that your travel and/or accommodation booking is non-refundable.

# How to Claim

In order to receive a reimbursement for your travel expenses you must provide a valid ticket or booking confirmation for your method of travel.If you need your ticket for your return journey, please provide a photocopy.

Please print and complete the following details and submit your claim via either:

• Email: [offerholders@ncl.ac.uk](mailto:offerholders@ncl.ac.uk)

or

• Post: Visit Bursary Claims

Student Recruitment Team

King’s Gate

Newcastle University

Newcastle Upon Tyne

NE1 7RU

Upon submission of your form, please provide the necessary evidence to support your claim (see section 3a or 3b). The details provided below will be used to confirm that you booked onto the relevant Offer Holder Day before the event was cancelled. If no corresponding booking is found, we will not be able to reimburse your claim. In line with GDPR Regulations please refer to our Privacy Notice for Current Students http://www.ncl.ac.uk/data.protection/students/notice.htm regarding the collection and retention of this personal information.

# Applicant’s Personal Details

Enter the details of the applicant who booked onto the cancelled event:

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone: |  |
| Mobile: |  |
| E-mail: |  |
| School/college: |  |
| UCAS ID Number: |  |

# Offer Holder Day Information

|  |  |
| --- | --- |
| School/subject: |  |
| Date: |  |

Enter the details of the cancelled event that you were due to attend:

Are you attending an alternative Offer Holder Day? *(tick one)*

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If Yes, please complete section 3a

If No, please complete section 3b

# Expense Details

## 3a. Attending an Alternative Date

* If you choose to attend an alternative date and incur any costs to change your travel tickets or accommodation we are able to reimburse these for you. Please provide details below.

Enter the details of the alternative event you have booked on to (if applicable):

|  |  |
| --- | --- |
| School/subject: |  |
| Date: |  |

Enter the details of costings to change your arrangements:

|  |  |
| --- | --- |
| Cost to change your travel tickets: |  |
| Cost to change your accommodation arrangements (if applicable): |  |

Please provide proof of both your original booking(s) and amended booking(s).

## 3b. No Longer Able to Attend

* If there are no alternative dates for your subject area that are suitable for you, then we will reimburse any travel tickets or accommodation you had booked for the cancelled event for which you cannot obtain a refund. Please provide details below.

|  |  |
| --- | --- |
| Cost of travel cancellation: |  |
| Cost of accommodation cancellation: |  |

Please provide evidence that your travel and/or accommodation booking is non-refundable (eg. booking confirmation or travel ticket).

## Claim Total

|  |  |
| --- | --- |
| Total value of your reimbursement: |  |

# Bank Account Details

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

|  |  |
| --- | --- |
| Name of account holder: |  |
| \*\*Relationship to bank account holder (if different from applicant): |  |
| Account number: |  |
| Sort code: |  |

# Declaration

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

\*\*If payment is being made to a third party, I acknowledge that Newcastle University cannot be held responsible for my receipt of payment from the third party:

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Date: |  |

# For Office Use Only

I can verify that this form has been checked and the costs claimed are in-line with the University’s expenses policy:

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Date: |  |