

Travel Bursary Claim Form

This form is for use by individuals in regards to reimbursement of travel expenses incurred at either an Open Day or Interview organised by Plymouth College of Art.

1. Your Expense Claim

Please complete this form using CAPITAL LETTERS. Please ensure this is signed off by a member of the Recruitment Team on the day of event/interview.

Full Name

Address

Postcode

Email

Study Year of Entry

I certify that the information claimed on this form is correct

Signed

Date

Purpose of Visit	<input type="text"/>		
Date Of Visit	<input type="text"/>		
Date of receipt	Description of Expense	£	p
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	<input type="text"/>

Please ensure all receipts have been attached to this form, failure to do so may result in a delay of payment.

2. Your Bank Details

Please note payments can take up to 6 weeks to enter your account. If after this time you still have not heard from us please contact brand@pca.ac.uk.

Name of Account Holder(s)

Name of Bank / Building Society

Address of Bank / Building Society

Branch Sort Code

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Account Number

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Roll Number (Building Society Only)

Please sign and date to confirm bank details provided above are correct

Signed

Date