

**TRAVEL GRANT - CLAIM FORM**

Please complete the form below and email it to: [travelgrant@regionalstudies.org](mailto:travelgrant@regionalstudies.org)

|  |  |
| --- | --- |
| **Name of Travel Grant Holder** |  |
| **Date(s) and place of event attended** |  |
| **Date of Claim** |  |
| **Date of Submission - Event Report Form** |  |
| **Travel Itinerary**  Car rate 40p/mile  Train, bus, coach, plane etc: lowest transport class/fare available  Taxi: Essential uses of this mode of transport must be explained – taxi fares are not routinely reimbursed. |  |
| **Details of total travel costs - transport costs only**  (£500 maximum will be reimbursed). Please note, that the funding for the claimed travel expenses must be exclusively funded by the RSA. |  |
| **Have you attached copies of all your travel receipts?**  Present the original tickets and attach an invoice if the price is not mentioned on the ticket itself. |  |

**Bank Transfer Form**

**The Regional Studies Association (RSA) can make a payment directly into your bank account. Please include full details below, to ensure that the funds are transferred to the correct account.**

*UK sterling bank accounts complete A to D, E and F*

*UK currency bank accounts complete A to D, G and H*

*Europe bank accounts complete A to D, G and H*

*USA bank accounts complete A to D, E and I*

*India bank accounts complete A to D, E and J or K*

*China bank accounts complete A to D, E, H and K*

*Hong Kong accounts complete A to D, E, G and H*

|  |  |  |
| --- | --- | --- |
| A | Full name of Individual or Organisation |  |
| B | Address of Individual or Organisation |  |
| C | Name of Bank |  |
| D | Address of Bank |  |
| E | Bank Account Number |  |
| F | Sort Code (UK only) |  |
| G | IBAN (International bank account number) |  |
| H | SWIFT/BIC code |  |
| I | ABA Routing Number (USA only) |  |
| J | IFSC (Indian Financial System code) |  |
| K | Routing code (other local bank code) |  |

Bank Details supplied by:

|  |  |
| --- | --- |
| Signature\* |  |
| Name |  |
| Job Title/Organisation |  |
| Any reference number to be quoted in the payment |  |

\*I hereby authorise the RSA to request information from the transport companies involved in the journeys for which I am claiming reimbursement. I understand that by signing this form I am giving my consent. I declare that the information given on this form is true and accurate and that the travel expenses I am claiming will not be reimbursed by other sources.