

Travel Expenses Claim Form

- College Financial Assistance is limited and can only be allocated whilst funding lasts and cannot be guaranteed in cases of over-demand.
- Travel expense refunds are based on attendance at lessons, non-attendance will not be paid.
- Mileage claims are paid at 0.40p per mile from your home to your place of study using the most economical route. Mileage claims are capped at £10 per day (unless there are exceptional circumstances).
- If you are car-sharing, only the driver of the vehicle can claim mileage, providing they have been approved for College Financial Assistance. The mileage will be paid from the driver's home to their place of study.
- If public transport is used, tickets or proof of purchase must be attached to this form. The tickets/proof of purchase must clearly show the date and cost of travel.
- The college reserves the right to offer the most economical use of funding for travel.
- Travel refunds may take up to 3 weeks to reach your bank account, especially during busy periods.

Section 1 - Student Details	
Name:	Student Ref No:
Address:	
	Postcode:

Date of travel	Name of the course being studied	Campus/Venue studying at	Cost (tickets/receipts must be attached, or mile travelled each day)

Please read the declaration overleaf. If you agree to the terms and conditions, please sign and date.

Section 3 - Mileage Claims Only				
Your vehicle's registration number plate:				
Section 4 – Bank Details				
BACS payment made payable to (please include your title):				
Sort Code:	Account No.:			
Section 5 – Student (or Parent/Carer) Declaration				
college staff and if appropriate, parents/carers to be consumileage, I have a current driving licence (or the parent/care vehicle has a valid insurance policy, is roadworthy and has I am aware that during busy periods, refunds may take sev I agree to HSDC processing personal data contained in this College Financial Assistance. I understand that, if applicable processing refunds and the college will adhere to relevant require any further information, regarding the processing dataprotection@hsdc.ac.uk Student (or Parent/Carer) Signature):	er driving the vehicle holds a current licence a current MOT (where required). eral weeks to reach the nominated bank accapplication form for the purpose of adminise, any bank details on this form will only be data protection policies & procedures. Show of your personal data, then please contact Date:	e), the count. stering used for uld you		
 Havant Campus, New Road, Havant, PO9 1QL 				
 South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA 				
For Office Use Only				
Date received:	Attendance checked:			
	Tickets checked:			
	Budget Code (LSF/LSA/LSU/LSC)			
	Enter onto system:			
	Total claimed:			
	Date refund raised:			