

# UKRT Event Travel Reimbursement Form



March 2025

## Availability

Our Travel Reimbursement is available for attendees of specific UK recruitment events at Newcastle University. If attending one of these events, you could be entitled to receive expenses to cover the cost of your travel (up to £10 per attendee).

## Eligibility

You must meet any one of the following criteria, as identified on your application form:

- You meet any of the PARTNERS Programme Supported Entry eligibility criteria (more information can be found [here](#)), in addition to meeting the essential conditions.
- You are taking part in the Realising Opportunities Programme.
- You are taking part in the Sutton Trust Programme.
- You have experienced time in care.
- You are an asylum seeker or refugee.
- You are currently in receipt of, or entitled to, free school meals.
- You live in an area of the UK from which very few students progress to higher education (You must be living in a postcode that is assigned **TUNDRA LSOA Quintile 1**). A postcode checker is available on our website)

## 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 applicant

<b>Name:</b>
<b>Address:</b>
<b>Home postcode:</b>
<b>Telephone:</b>
<b>Email:</b>
<b>School/college name:</b>
<b>Event Name</b>

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## Your eligibility – to be completed by applicant

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

<input type="checkbox"/>	I have met one or more of the PARTNERS eligibility criteria, in addition to meeting the essential criteria.
<input type="checkbox"/>	I am taking part in the Realising Opportunities Programme.
<input type="checkbox"/>	I am taking part in the Sutton Trust Programme.
<input type="checkbox"/>	I have experienced time in care.
<input type="checkbox"/>	I am an asylum seeker or refugee.
<input type="checkbox"/>	I am currently in receipt of, or entitled to, free school meals.
<input type="checkbox"/>	I live in an area of the UK from which very few students progress to higher education (You must be living in a postcode that is assigned <b>TUNDRA LSOA Quintile 1</b> )

## Travel information – to be completed by applicant

Please provide information below for each method of travel utilised to attend Get Ahead.

<p><b>Rail</b></p> <p>Which station will start your journey at? (e.g. London King’s Cross)</p> <p>Total cost of ticket:</p>
<p><b>Metro</b></p> <p>Which station will start your journey at? (e.g. Chichester)</p> <p>Total cost of ticket:</p>
<p><b>Bus/coach</b></p> <p>Which station will start your journey at? (eg South Shields)</p> <p>Total cost of ticket:</p>
<p><b>Car mileage</b></p> <p>How many miles is your return journey from home to Newcastle University?</p> <p>Total cost of car journey*:</p> <p>* 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.</p>
<p><b>Flight</b></p> <p>Which airport did you travel from?</p>

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Total cost of ticket: .....

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## Bank account details – to be completed by applicant

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 to claimant, please provide the following details for the account holder	
Relationship to claimant:	
Tel.:	Email address:

## Declaration – to be completed by applicant

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 applicant

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

- E-mail at [Visit.bursary@newcastle.ac.uk](mailto:Visit.bursary@newcastle.ac.uk), or
- In-person to King's Gate reception, FA0 Visit Bursary Team, UK Recruitment Team
  - Building 1 on the University map available online here - [www.ncl.ac.uk/who-we-are/contact/maps/](http://www.ncl.ac.uk/who-we-are/contact/maps/)

## 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