

## LIBRARY TRAVEL FUND

### APPLICATION FOR FUNDS TO COVER TRAVEL WITHIN THE UK AND IRELAND

Awards are available to assist students who by the nature of their University course of study need to consult material held in another library or similar institution in the UK or Ireland.

#### Notes

1. Applicants must be registered postgraduate students, or undergraduate students who have successfully completed the first year of their course. They must be in good standing with the University of Ulster library.
2. Awards are made for travel costs only. Requests for financial assistance to cover other costs (e.g. accommodation, subsistence) will not be considered.
3. Awards are normally limited to the cost of the cheapest fare between the University of Ulster campus where the student is based and the place to be visited and will not normally exceed £100.
4. As public transport is in almost every case the least expensive form of travel we can usually only refund costs for fares and not for expenses incurred by car use.
5. Awards are intended to be used for substantial journeys (e.g. Coleraine/Londonderry to Belfast/Jordanstown, not for short journeys such as Jordanstown to Belfast).
6. Awards will not normally be made for more than three journeys by any student during one academic year. Applicants who wish to request an award to cover more than three journeys should include a written statement supported in writing by an appropriate member of academic staff explaining why such visits are necessary for their course of study. (Awards to cover such expenses will be made in exceptional cases only.)
7. Completed applications, countersigned by an appropriate member of academic staff (e.g. Course Director, Head of School or Research Supervisor), should be handed-in or sent to the Library Issue Desk **at least 10 days before the intended visit.** **Under no circumstances will retrospective claims be considered.**
8. All applicants will normally be notified by post or email within ten working days of receipt of their application.
9. Claim form, receipts and reimbursement of costs form should be submitted within two weeks of return.
10. Payment will normally be made retrospectively, within one month of receipt of the completed claim form.

**LIBRARY TRAVEL FUND****APPLICATION FORM**

*Please complete in block capitals*

NAME (in full) \_\_\_\_\_

ADDRESS (during term-time) \_\_\_\_\_

\_\_\_\_\_

HOME ADDRESS (if different) \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

COURSE AND YEAR OF STUDY \_\_\_\_\_

CAMPUS OF STUDY \_\_\_\_\_

LIBRARY/CENTRE TO BE VISITED \_\_\_\_\_

MATERIAL TO BE CONSULTED \_\_\_\_\_

\_\_\_\_\_

DATE OF INTENDED VISIT \_\_\_\_\_

SIGNATURE OF MEMBER OF ACADEMIC STAFF \_\_\_\_\_

SIGNATURE OF FACULTY SUB-LIBRARIAN \_\_\_\_\_

INDICATE APPROXIMATE COST OF JOURNEY \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

**This completed form should be returned to the Library Issue Desk**

**LIBRARY TRAVEL FUND**

**APPLICATION FORM**

**FOR LIBRARY USE ONLY**

Application received \_\_\_\_\_

Library status \_\_\_\_\_

Decision \_\_\_\_\_

Applicant notified \_\_\_\_\_

Claim paid \_\_\_\_\_

Signature \_\_\_\_\_  
Head of Customer Focus & Business Support

**LIBRARY TRAVEL FUND**

**CLAIM FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

LIBRARY VISITED \_\_\_\_\_

AMOUNT CLAIMED \_\_\_\_\_

(Receipts must be attached)

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**LIBRARY TRAVEL FUND**

**REIMBURSEMENT OF COSTS FORM**

NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BANK NAME & ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BANK SORT CODE: \_\_\_\_\_

BANK ACCOUNT NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

For Office use only:

AMOUNT TO BE REIMBURSED: £ \_\_\_\_\_

COST CENTRE + NOMINAL CODE: \_\_\_\_\_

DETAILS OF VISIT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUTHORISED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_