

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: _____