****

3 Soho Square, London W1D 3HD

T 0207 734 9551

**UKCA DIGITAL CONFERENCE TRAVEL BURSARY RECLAIM FORM**

This bursary is only available to UKCA members.

* members based within Greater London (within the M25) will NOT be eligible;
* members (based outside of the M25 but) within 100 miles of London will be able to claim 50 per cent of travel costs up to a limit of £50; and
* members based 100 miles or more from London will be able to claim 50 per cent of travel and accommodation costs up to a limit of £100.

**Members will need to pay for travel/accommodation in advance and reimbursement will be given upon receipt of proof of purchase up to the values outlined above.**

**Please return completed forms and copy of receipts to Annette at** **annette@cinemauk.org.uk**

COMPANY NAME:

STAFF ATTENDING:

DETAILS OF EXPENSES BEING RECLAIMED:

**PLEASE REMEMBER TO ATTACH A COPY OF YOUR RECEIPTS.**

**REFUNDS WILL NOT BE AWARDED WITHOUT PROOF OF PURCHASE**

NAME OF BANK ACCOUNT (IF DIFFERENT)

BANK NAME

SORT CODE

ACCOUNT NUMBER

REFERENCE NUMBER IF APPLICABLE