

IN THE EVENT OF A FURTHER EDUCATION STUDENT ATTENDING PLACEMENT OVER A PERIOD OF CONSECUTIVE WEEKS, EITHER WEEKLY OR MONTHLY BUS TICKETS SHOULD TO BE PURCHASED AND THE RECEIPTS SUBMITTED WITH THIS CLAIM.

Name	<input type="text"/>	Student ID	<input type="text"/>
Course	<input type="text"/>		
Home Term/Time Address	<input type="text"/>		
Name and Address of Placement	<input type="text"/>		
Date(s) of Placement	<input type="text"/>		
Number of Days	<input type="text"/>	Total Fares	£ <input type="text"/>

Declaration – To be completed by Student

I confirm that I have incurred travel costs to the placement as stated above.

Signature	<input type="text"/>	Date	<input type="text"/>
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To be completed by the Course Tutor overseeing placement

I confirm the above has attended the placement detailed above and that this information will be used to re-inburse the student for travel costs.

Signature	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Work Ext. No.	<input type="text"/>

For Office Use

Received	<input type="text"/>	Entered to SFS	<input type="text"/>	Initials	<input type="text"/>
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