**Blackfriars Hall Cycle Safety Expense Claim Form for Students**

**(except those on Continuation fees who are not eligible)**

# A. Details of Claimant

|  |  |
| --- | --- |
| Name |  |
| Institution |  |
| Correspondence Address |  |
| Email address |  |

# B. Details of Expenses Claimed

|  |  |  |
| --- | --- | --- |
| *Date* | *Nature of Expense* | *Expense\** |
|  | **Cycle Safety Grant** (may claim half the cost, up to a maximum of £30.00, of safety items purchased for cycling, i.e.: helmet, lights, luminous bans etc.) **All Receipts must be provided** | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  |  |
|  |  | £ |
|  |  | **TOTAL** | £ |

\* If expense is not in British Pounds please indicate the relevant currency.

# C. Payee

Payment is to be made to: *(please tick one)*

🞎 My Religious House/Institute: *(Please specify)*

🞎 My Oxford College/Hall: *(Please specify)*

🞎 Me Personally[[1]](#endnote-1)†

# D. Payment\*

Payment is to be made by BACS transfer to the following bank account:

 Sort code: …… - …… - …… Account no.: …………………… *(Please specify)*

# E. Declaration

I hereby claim payment for the expense detailed above.

Signed: ………………………………… Date: …………….

*Please return this form to the Hall Bursary. If you have any queries about completing this form, please contact the Bursary Team, on (01865) 610207/610203 or email:* *bursary@bfriars.ox.ac.uk* *.*

**Please return all receipts for expenses claimed together with this form.**

1. \* For payments to bank accounts abroad, please provide international bank information, and your account number on a separate sheet. [↑](#endnote-ref-1)