

## Clearing campus visit travel voucher claim form

Prospective students who attend our Clearing campus visits 2016 at Southampton Solent University and live outside of the local authority of Southampton City Council are able to apply to receive an Amazon voucher covering the cost of their travel to the event. For full information please see the attached information and terms and conditions. By submitting this claim form the student is agreeing to the terms and conditions of this offer.

Claim forms must be received by the university before or on **Monday 11 October 2016**. Forms or receipts received outside of this deadline cannot be processed.

### Student details

Full name:

Address:

Email address: *This will be the address your vouchers are sent to. Ensure this is accurate and clear.*

Contact phone number:

Date of birth:

### Voucher details

Total cost of travel/miles (for petrol claims):

*Please ensure you submit your travel receipt (VAT receipt) with this form. Forms received without a VAT receipt will not be accepted.*

Vouchers are issued in denominations of £10 in relation to the total cost of travel. E.g. £34 travel expense a student would receive £40 of their chosen voucher.

Vouchers will be sent via email (student to ensure that emails from Southampton Solent University are received as a safe sender) on or before Friday 11<sup>th</sup> November 2016.

### Confirmation

Student signature:

Date:

### \*\*For office use only\*\*

Approved: Y <input type="checkbox"/> N <input type="checkbox"/>	Voucher amount:	Approved by:	Date:
Sent: Y <input type="checkbox"/> N <input type="checkbox"/>	Sent by:		Date:

# Clearing campus visit travel voucher claim form

## About the voucher offer:

Southampton Solent University are offering students up to £50 in Amazon vouchers to cover the cost of their travel to our Clearing Campus Visits 2016. This offer is only valid for the following four dates: 24 August, 31 August, 7 September, and 13 September. Vouchers are paid back in denominations of £10 e.g. travel cost of £34 students will receive £40 of vouchers.

## Who is eligible?

For all students who attend our Clearing Campus Visits 2016. Students must live outside of the local authority of Southampton City Council and within the UK. The offer is only valid for the student's travel cost and not for any accompanying guests.

## How do I get this?

Students will be required to complete a 'Travel costs claim form', indicating their claimed for amount and including a copy of their receipt for travel costs (must be a full VAT itemised receipt, not card receipt etc. including the date of travel on one of the following four dates: 24 August, 31 August, 7 September, and 13 September, or one calendar day before or after this date. For petrol claims, full details below). The claim form and all relevant receipts must be sent and received by Southampton Solent University on or before Monday 11 October 2016.

Travel costs covered are as follows:

- Petrol
- Train
- Ferry
- Coach/bus
- Plane

If a claim form is received by this deadline but the accompanying receipts are missing or incorrect, the university will contact the student via the email address provided on the claim form to request the missing documentation. If no response is received within 14 calendar days of the university contacting the student, the claim will be withdrawn and a voucher will not be issued. If a student contacts the university outside of these 14 calendar days, it will be considered that the deadline has passed and the voucher will not be issued.

Students will receive their Amazon vouchers via email to the email address stated on their claim form on or before Wednesday 11 November 2016. It is the responsibility of the student to ensure that the email address indicated on the claim form is accurate and clear to read and that Southampton Solent University is noted as a safe sender to ensure the email is not received into a junk folder.

## Terms and conditions

Attendance at our clearing campus visits on 24 August, 31 August, 7 September, and 13 September will be recorded by Southampton Solent University during the registration process and the decision made by the university on a student's attendance is final.

Vouchers will be issued up to the value of £50 only and the amount issued will be based on the cost of travel incurred by the student. If the cost of travel exceeds £50, the maximum amount of £50 only can be issued.

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All students will receive an email from the university confirming receipt of their claim form and accompanying proof of travel costs incurred.

Vouchers will be issued in denominations of £10 as follows:

Travel cost	Voucher amount
£1-£10	£10
£11-£20	£20
£21-£30	£30
£31-£40	£40
£41-£50	£50
£51+	£50

Travel must have been undertaken either the calendar day before or after one of the following dates: 24 August, 31 August, 7 September, and 13 September (for petrol claims, please see more information below) or on this date exactly. Only the student's travel is redeemable under the conditions of this offer.

VAT receipts must be submitted for all claims made, clearly showing the amount paid and the date of travel. An accompanying 'Clearing campus visit voucher claim form' must also be submitted, correctly completed. Any incorrect information may delay the issuing of vouchers, with students being advised of expected delays where relevant via email.

### Petrol claims

Receipts for petrol purchased can be dated outside of the date before, date of or date following the visit day. VAT receipts must still be submitted with the travel claim form without exception. Please state number of miles travelled on the travel claim form. Please note that the maximum mileage a student is able to claim for is the distance between the university main campus (full address below) and the student's recorded home address. Mileage claims will be processed as 15p per mile. This is the redeemable amount, not necessarily the cost of petrol. E.g. £55 petrol spend according to submitted receipt, 90 miles claimed at 15p/mile. Total cost of journey is £13.50, resulting in a £20 voucher claim for the student.

Southampton Solent University reserves the right to change the Amazon voucher offered without prior notice.

Southampton Solent University reserves the right to request the original receipts if required to validate any claims submitted.

Southampton Solent University reserves the right to terminate this offer without prior notice.

Submission of the 'Clearing campus visit travel voucher claim form' by a student confirms that the student agrees to the terms and conditions of this offer.

### Send your claim form:

#### By post:

Recruitment Events Team, External Relations  
Southampton Solent University, East Park Terrace  
Southampton  
SO14 0YN

By email: [Ask@solent.ac.uk](mailto:Ask@solent.ac.uk)

External Relations  
Updated April 2016  
Version 1