

## Bursary Claim Form – Watershed Film Hub

### Purpose

This form should be completed in order to claim agreed expenses towards the costs of attending a film festival, event or training under a bursary from Film Hub South West & West Midlands

The level of the claim should be agreed in advance with the Film Hub Co-ordinator.

Allowable expenses are:

Travel costs - limited to: 2<sup>nd</sup> class rail fares/coach fares/petrol costs @ 40p per mile, local taxi fares (eg. from the nearest mainline station to the meeting venue). Festival passes, hotel costs (limited to £120 per night).

### Process

- Complete the attached form itemising each expense;
- Attach a receipt to this form for each of the items listed;
- Send the form and receipts to Tiffany Holmes at Watershed, 1 Canons Road, Bristol, BS1 5TX.

Please note that no payment will be made against claims without the submission of a receipt.

<b>To: Watershed Arts Trust Ltd</b>	
FROM (name):	
ORGANISATION:	
ADDRESS:	

Details of expenditure (eg. Rail fare from Brighton to London)	Gross Total (ie inc. VAT) (£)
<b>OVERALL TOTAL</b>	<b>£</b>

I confirm that the above claim is for legitimate expenses in respect of the Audience Development Hub

Signed (claimant): ..... Date: .....

For Watershed use only	
Authorised by (signature):	
Authorised by (name):	
Amount authorised for payment:	£
Budget code:	16137 / 100 – SAGE Comment – festival bursary

**If Watershed Arts Trust does not already have your bank details please completed and return this form with your expense claim**

Organisation Name: .....

Address: .....

.....

Contact name: .....

(the name of the person to be held on our records as the contact for your account with us)

Position in organisation: .....

E-mail Address .....

(we will e-mail a payment remittance to you/your organisation at the address given above)

**Bank Account Details**

Bank: .....

Account Name: .....

Sort Code: .....

Account Code: .....

Signed: .....

Name of signatory: .....

Position in organisation: .....