



Scholarship Transport Expenses Claim Terms and Conditions

Le Cordon Bleu London will reimburse the **Scholarship Candidate only** for **standard** public transport expenses.

- All **original** receipts must be provided for reimbursement
- Reimbursement will be made only to a bank account in the name of the scholarship candidate
- For Oyster top ups, you will only be refunded for the journey to and from your residential address
- The attached claims form must be completed in full and handed in along with the original receipts on the day of the event.
- Late submissions will not be accepted.

LE CORDON BLEU LONDON

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Le Cordon Bleu Limited • Registered office at the above address • Registered in England No. 408009



SCHOLARSHIP 2017 TRANSPORT EXPENSES CLAIM FORM

Personal Details

Name _____
Address _____
Telephone No. _____

Expenses Claim

	Date	Transport Type	Description of travel	Amount	
				£	p
<i>Example</i>	<i>26/03/2016</i>	<i>Tube</i>	<i>return ticket: Kings Cross St Pancras - Greenwich</i>	<i>5</i>	<i>40</i>
1					
2					
3					
4					

Bank details

Sort code _____
Account No. _____
Full Name of account holder _____

Signature of Candidate

Office use only

Authorised by:

Name

Signature

Date reimbursed