



Application for Reimbursement of Taxi Fares

Taxi fares incurred from taking journeys to A&E (Addenbrooke's Hospital) may, under certain circumstances, be reimbursed on the authority of the Senior Tutor: accidents on College property, accidents resulting from playing representative sport at the College or from participating in sporting activity approved by the College all qualify for reimbursement. Any student wishing to make a claim should apply in writing to their tutor in the first instance, attaching receipts for journeys undertaken. (*Student Handbook, Information & Regulations*).

Full name:	Date:
Email address:	Mobile Number:
Destination (<i>attach receipts</i>):	
Reason for journey:	
If you were accompanying another student, please state -	
Name of student:	
Reason for accompanying the student:	
_____	_____
Tutor's Signature	Date
<i>Tutorial Office Use Only</i>	
Amount Awarded: £_____	Cash / Cheque / Credit College Account
Payee if different from student:	
Fund:	Senior Tutor Approval:
Remarks:	Date: