



Bath Tutorial College

HOST FAMILY EXPENSES CLAIM FORM

BATH TUTORIAL COLLEGE LLP

Date: DD / MM / YY

Host Family:

Full Name _____ Telephone _____

Address _____

Claim for:

	Student Name	From DD/MM	To DD/MM	Nights
1				
2				
3				
4				

Total of nights _____

Payment per night _____

Total homestay fees _____

Travelling expenses: miles (to and from tuition venue)

	Student Name	From	To	Date (DD/MM)	Miles Driven
1					
2					
3					
4					
5					
6					

Total miles _____

Payment per mile 0.45

Total mileage payable _____

Please return this form and send it by post or e-mail to process your payment as soon as possible.

Bath Tutorial College LLP, The Limes, Weston Lane, Bath, BA1 4AB Tel 01225 313076

Accounts e-mail pauline@bathtutorialcollege.co.uk



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Additional Expenses (eg. telephone, entertainment, pocket money, etc)

	Student Name	Date (DD/MM)	Details of expense	£
1				
2				
3				
4				

*Please provide all receipts when possible. Thank you.

Total Expenses _____

Total due:

Please provide Bank Details for BACS payments:

Bank Name:

Account Name:

Sort Code:

Account Number:

Please provide name if payment by cheque is preferred*

*BACS payment is preferred as payments are transferred directly into your bank account and waiting time for postage, paying in the bank and waiting time to be cashed is avoided. We aim to complete payments within 24 - 48 hours after receipt of the completed claim form.

We would like to thank you for your hospitality and care towards our student

Please return this form and send it by post or e-mail to process your payment as soon as possible.

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