

Open Palm – Expense Claim Form

Open Palm will meet all reasonable expenses incurred that relate to our Career Insight Days or Work Experience Placements facilitated by us. Please complete this form if you **live in London** and do **not** receive free travel (for example, if you do **not** have a travelcard that gives you free travel in London).

Full Name	
Home post code or London Travel Zone	
Your age <i>(we need this to calculate the day rate for your travel)</i>	
Work experience type <i>(please tick one!)</i>	<input type="checkbox"/> Career Insight Day <input type="checkbox"/> Work Experience Placement

If you selected Career Insight Day:

Date of the event <i>(DD/MM/YY)</i>	
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If you selected Work Experience Placement:

Date of the placement <i>(DD/MM/YY)</i>	From	To

So that we can refund you by bank transfer, please complete your bank details below:

Bank name	
Name on account	
Sort code	
Account number	

I confirm that I do **not** receive free travel. I also confirm that this claim is accurate and that the above expenses have been incurred by me.

Signature: _____

Date: _____

[To be completed by an Open Palm Trustee]

Authorised by: _____ Signature: _____

Date: _____