

INDUSTRIAL ACTION 2022

Student Travel Expenses Claim

Industrial Action strike dates: 24, 25 and 30 November 2022

The University takes its responsibility to mitigate disruption to students very seriously. Not all staff have participated in the action and the majority of teaching will continue as normal.

We recognise that some students may have travelled to campus to find that their class did not take place due to the Industrial Action and they had not been informed beforehand.

The University has implemented a scheme to reimburse **travel costs incurred to attend a scheduled teaching and learning session that was cancelled without prior notification**. We will consider reimbursement **provided no other classes were attended by the student on that day and students were not informed that the class would not take place**.

Each application will be considered on an individual basis.

Closing date for applications: Wednesday, 7 December 2022.

By signing and submitting this form, you are confirming that the information contained in it is true and accurate.

Once you have completed this form please scan it, together with any receipts or relevant information to support your claim for reimbursement of travel expenses, and send via email to: StudentFirstResponse@reading.ac.uk

Part 1: Personal Details

Student number	<input type="text"/>
First names (in full)	<input type="text"/>
Surname (in full)	<input type="text"/>
Contact telephone number	<input type="text"/>
University email address	<input type="text"/>

Part 2: Course Details

School	<input type="text"/>
Module Code	<input type="text"/>
Module Title	<input type="text"/>
What was due to take place?	<input type="text"/>
Date of cancelled teaching session(s)	<input type="text"/>

Part 3: Travel Details

Please provide information on the travel costs you incurred on the day of cancelled teaching session(s). This should include where you were travelling from, mode of transport and receipt(s) (where possible) or other supporting evidence of your claim or mileage details (if private transportation used). The University may seek further information or evidence from you before processing your claim for reimbursement.

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Part 3: Payments

Where applicable, payments will be made directly into your bank account as shown on the RISIS web portal. Please log onto your portal to ensure your bank details are accurate and up to date, otherwise payment may be delayed.

Name:

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Signature:

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Once you have completed this form please scan it, together with any receipts or relevant information, and send via email to: StudentFirstResponse@reading.ac.uk

Office Use Only

Date received:

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Date approved:

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Approver's Name:

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Notes:

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