**BUCS Personal Vehicle Driver Claim Form**

**Full Name:**

**Email:**

**Team:**

**Fixture:**

**Fixture Date:**

**Travelled From (Outward)**

**Address: Nancy Astor, University of Plymouth, Drake Circus**

**Postcode: PL4 8AA**

**Travelled To (Outward)**

**Address:**

**Postcode:**

**Travelled From (Return)**

**Address:**

**Postcode:**

**Travelled To (Return)**

**Address: Nancy Astor, University of Plymouth, Drake Circus**

**Postcode: PL4 8AA**

**Total Mileage (both ways):**

**Total Cost Claimed (32p per mile):**

**Payment Details**

**Account Name:**

**Account Number:**

**Sort Code:**

**Signed Driver:**

**Signed Team Captain:**

Please note that all fuel reimbursements for personal vehicles are done by millage and parking isn’t included in this and won’t be reimbursed by the SU. It is the responsibility of the driver to ensure that their insurance company have been informed that they are driving for a student group should they need to know. This form isn’t applicable for vehicles hired through UPSU.

Please send this completed form to bucs@su.plymouth.ac.uk