



**British Institute of
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BIEE Student Membership: **Travel assistance for BIEE conferences**

The BIEE is able to offer limited travel assistance to UK-based students registered as a BIEE student for the calendar year in question.

Travel must be by the cheapest fare available, making use of all advance purchase discounts. This is usually rail travel, but, on longer cross-country journeys, where a cut-price air fare (e.g. Ryan Air or Easy Jet) or coach (e.g. the Oxford 'Tube') is proved to be less than the Apex rail ticket, this could be allowable, provided it is approved by the BIEE Admin office in advance. **Assistance is capped at £50.00 per student, per conference.** Costs exceeding this amount will not be covered.

To claim, students will need to complete the form below and bring it with the relevant ticket or receipt to the conference. No costs will be refunded without a valid receipt or ticket. Reimbursement will be issued either on the day or shortly afterwards. Students will also be asked to produce a valid student card.

APPLICATION FOR ASSISTANCE WITH TRAVEL COSTS - BIEE STUDENT MEMBERS

NAME	TRAVEL
ADDRESS	FROM
	TO
	DATE
	COST
TEL NO	RECEIPT(S)
EMAIL	AMOUNT CLAIMED
UNIVERSITY/ COLLEGE	SIGNATURE
COURSE	STUDENT CARD NUMBER