**Live Literature author visit: claim form**

**This claim form is for sessions between 1 April and 31 December 2019 (Phase 1, 2019-2020).**

**PART ONE to be completed by the session organiser.**

Name of organisation:

Reference number (on confirmation of award email):

Name of organiser:

Organiser telephone/email:

Name of **author/storyteller:**

**Please let us know where the invoice should be sent. We will invoice you for £75 + VAT for each session carried out.**

Contact name:

Organisation address:

Town: Postcode:

Phone: Email:

**Description of visit. Please complete *all* details.**

Reading □ Workshop □ Storytelling □

Number of sessions used this visit: Date of session(s):

Length of session(s): Number(s) in attendance:

**Signature of organiser: Date:**

**PART TWO to be completed by the writer/illustrator/storyteller.**

**Name of writer/illustrator/storyteller:**

Contact phone or email:

**Fee claim**:number of sessions\_\_\_\_\_\_\_ @ £175 per session **£**

**Travel claim:** (include receipts for travel tickets)

Rail £\_\_\_\_\_\_ | Bus £\_\_\_\_\_\_ | Taxi £ \_\_\_\_\_\_ | Other £ \_\_\_\_\_\_

Bike (miles \_\_\_@ 20p per mile) £\_\_\_\_\_\_ | Car (miles \_\_\_@ 45p per mile) £\_\_\_\_\_\_ **£**

**Subsistence claim:** (include receipts for all expenditure)  **£**

**Sub-total £**

If VAT registered, show VAT number and calculate VAT against the whole of the Sub-total.

 VAT No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **VAT £**

**If you are VAT registered you *must* also submit a VAT invoice with your claim to ensure payment.**

 **TOTAL with VAT £**

**Signature of writer/illustrator/storyteller:**

**Writer should return this completed form to:**

**Live Literature**

**Scottish Book Trust**

**Sandeman House**

**55 High Street**

**Edinburgh, EH1 1SR**

**Please include your address if you have moved recently, or if you are new to Live Literature.**

**Name:**

**Address:**

**The set fee per LL session is £175.** Scottish Book Trust will invoice the organiser of each session for half this fee (£75 + VAT). We will pay the full fee and expenses directly to you on receipt of this form. To claim expenses, you must provide all receipts for travel and subsistence. **Travel allowance**: surface transport to be used where less expensive. (Rail-standard class fare; car @ 45p per mile). **Subsistence allowance**: please include all receipts for accommodation (up to £50 per overnight stay) and refreshments (up to £25 per overnight stay, or up £10 if no overnight). I.e. a maximum claim of £75 per overnight stay. **We cannot honour your claim unless all receipts are included. If you have any queries please email live.literature@scottishbooktrust.com**

The information you provide on this form will be used to help us evaluate and develop the Live Literature programme. We may use some anonymised quotes on promotional material. If you’d prefer to send this by email please send it to live.literature@scottishbooktrust.com.

**Please use an additional sheet if necessary.**

### Do you feel confident carrying out these kind of events?

Yes □ No □

### Were the sessions well organised by the host organisation? Did you receive adequate advance information?

Yes □ No □

### Do you feel your time was well spent by making the visit?

Yes □ No □

### Did the organiser discuss book sales with you? Please leave blank if you don't sell books at events.

Yes □ No □

##### **Additional comments and suggestions**