**Arts Alive part-funded artist visit: claim form**

**This claim form is for sessions between 1 April and 31 December 2021. Please note that if you’re working in a team of artists, each artist should submit their own claim form. Thank you!**

**Please complete the very short evaluation form for each session after filling in this form** – this is key to securing the future of the programme. Thank you!

**For learning professionals:** <https://www.surveymonkey.co.uk/r/AALPsinglesession>

**For artists:** <https://www.surveymonkey.co.uk/r/AAartistsinglesession>

**PART ONE to be completed by the school.**

Name of school:

Name of organiser:

Organiser telephone/email:

Name of **artist:**

**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.**

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

Number of staff and pupils attending:

If the claim form is for multiple sessions please list separately *e.g. 1. date, # of pupils, # of staff*

**Signature of organiser: Date:**

**(Signature not required for email submission)**

**PART TWO to be completed by the ARTIST.**

**Name of artist:**

Contact phone or email:

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

**Travel claim:** (you must include receipts for travel tickets – we cannot cover parking)

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 artist (signature not required for email submission):**

**The set fee per Arts Alive 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 arts.alive@scottishbooktrust.com**

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

**Arts Alive**

**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 Arts Alive.**

**Name:**

**Address:**