**Live Literature author visit: claim form**

**This claim form is for sessions between 1 May 2021 and 31 March 2022.**

**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**:**

Contact name:

Organisation address:

Town: Postcode:

Phone: Email:

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

Reading □ Workshop □ Storytelling □ Remote workshop □ Video □ Resource □

Other remote session □

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 author.**

**Name of author:**

Contact phone or email:

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

**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 author:**

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

**live.literature@scottishbooktrust.com**

**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.** 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**