



Aberdeen Science Centre is a Scottish charity No SC014922

Please see information below on how to claim your travel funding costs from Aberdeen Science Centre.

Aberdeen Science Centre currently has travel funding available from the Scottish Government to allocate to schools visiting the centre that meet certain criteria. The percentage funding that your school is entitled to is shown below.

Due to the nature of the funding Aberdeen Science Centre cannot pay the bus company directly. Your school needs to pay the total cost of the bus to the bus hire company.

To claim your travel costs please provide Aberdeen Science Centre with the following two documents (within 3 weeks of your visit date):

Invoice

An invoice made out directly from your school to Aberdeen Science Centre for ___% of the cost of the bus.

The invoice should

- be on headed paper with the word 'Invoice' clearly visible
- include the cost of the coach hire,
- include the name and address of the school
- include date of the trip to Aberdeen Science Centre
- clearly note the bank details for the school

An example of how the invoice should look is overleaf if you would like to refer to this.

Bus Invoice

A copy of the invoice your school received from the bus hire company

Once we have received both the invoice from your school and a copy of the invoice from the bus hire company, Aberdeen Science Centre will a bank transfer to your school to reimburse ___% of your travel costs.

Please note, you must claim your travel funding, by sending us the requested information, **within 3 weeks** of your visit. If you do not claim the travel funding within that time period it will be re-allocated.

(Print on school headed paper if applicable)

INVOICE

Invoice to:

**Aberdeen Science Centre
179 Constitution Street
Aberdeen
AB24 5TU**

**Visiting School Name
Visiting School Address
Visiting School Postcode**

Date:

Description	Amount (£)
Bus/coach hire from (<u>insert school name</u>) to Aberdeen Science Centre on (<u>insert date of trip</u>).	_____ % OF BUS INVOICE

Please find attached a copy of bus/coach invoice for your information.

(Signature)

**Name of account
Bank Account
Sort Code**

**fill in and post
back.**