# 12345

# TRAINLINE REQUEST FORM

Please use block capitals. Train tickets will be booked on the below details and will not be changed once submitted.This can take 10 days to process the train tickets. Please return form to JMSU office or email studentgroups@ljmu.ac.uk.

|  |
| --- |
| **Contact Information** |
| Sport/Society/Other |  |
| Team e.g. 1st , Men’s |  |
| Claimant Name |  | Date |  |
| Claimant Email Address |  | Claimant Phone Number |  |

|  |
| --- |
| **Travel Details** |
| **Date of Travel**  |  |
| **Reason for Travel** |  |
| **Students without Railcards**  |  |
| **Students with Railcards** |  |
| **Total Amount of Students Travelling** |  |
| **Departure Travel** |
| **Travel from** *e.g. Liverpool Lime Street* |  |
| **Travel from time** *e.g. 10:00* |  |
| **Travel to** *e.g. Manchester Piccadilly* |  |
| **Return Travel** |
| **Return Travel** *e.g. Open Return*  |  |
| **Travel from** *e.g. Manchester Piccadilly* |  |
| **Travel from time** *e.g. 16:00* |  |

|  |
| --- |
| **OFFICE USE ONLY** |
| Total Cost (including Booking Fee) | £ | Grant | Social |
| Booked Date  |
| Account(s) to be debited  |
| Auth Signature Date / /  |
| Claim Number  |
| Received By: | Finance Code: |

By submitting this form, you consent to us contacting you further with regards to the information provided. We will not share your contact details with any third parties or contact you with regards to any other activities. If you require any further information as to how we will store your contact information, please write to JMSUDPO@ljmu.ac.uk.