

Dudley People's Panel on Thriving Town Centres:

Travel, Expenses and Gift Form - First Weekend

We will refund all your reasonable travel expenses. That means standard-class rail, coach or bus fares, or car travel at a rate of 25p per mile, plus any relevant parking fees. We will also cover short taxi journeys if necessary. We will use info from this form about the first weekend to calculate your payment for the second weekend.

1. YOUR FULL NAME: _____

**2. IF YOU WILL BE DRIVING TO THE FIRST WEEKEND, PLEASE HELP US
CALCULATE HOW MUCH WE OWE YOU BY TELLING US:**

What postcode you will be travelling from on the Saturday: _____

What postcode you will be travelling from on the Sunday: _____

3. HOW WILL YOU SEND US YOUR RECEIPTS? (PLEASE TICK ALL THAT APPLY)

To refund you, we will need copies of any relevant receipts (for travel tickets, car parking, bus tickets, park and ride tickets, any agreed funds for care etc). We do not need petrol receipts.

I will send you all/some of my receipts by email to (scanned copies of receipts are fine) to the email address below.

I will give you all/some of my receipts on the day at the event.

(FORM CONTINUES ON OTHER SIDE)

4. PLEASE READ THE FOLLOWING TEXT CAREFULLY:

If you receive benefits, it is your decision about whether or not to accept the £300 thank you gift as it may affect your benefits. We are happy to explore options with you, such as providing the gift as vouchers – for example for your preferred supermarket. But even in this case your benefits may still be affected. You are welcome to attend the event without accepting the gift if you wish to do so. We can cover your food, drink, and travel expenses without it affecting your benefits.

- I am happy to receive the £300 thank you gift
- I would like to talk to someone about alternative options or not receiving the gift

8. YOUR BANK ACCOUNT DETAILS

We will pay your travel expenses directly into this account. Please write clearly and check the details carefully.

Account number: _____

Sort code: _____

9. YOUR SIGNATURE: _____

We will reimburse your expenses as soon as possible (typically within one week) of each weekend of the people's panel. You will be given another copy of this form for the second weekend. **If you need any help with covering your expenses then please let us know** – we are here to help. The “thank you” gift will be paid in two instalments: £150 after the first weekend and £150 after the second weekend.

You can return this form, and your receipts, in one of three ways:

- by email to participants@demsoc.org. We are happy to accept a digital signature, or a scanned copy or a photograph of the signed form and receipts.
- by printing, signing it, and bringing it with you to the first day of the event.
- a copy of this form will be available at the registration desk on the first day of the event.