# Live Literature author visit: claim form

## PART ONE to be completed by the session organiser.

Please also complete our brief [evaluation survey](https://www.surveymonkey.co.uk/r/C5VW7WN).

|  |  |
| --- | --- |
| Name of organisation: |  |
| Reference number (on confirmation of award email):  |  |
| Name of organiser: |  |
| Organiser telephone/email: |  |
| Name of **author/storyteller**: |  |

**Please let us know where the invoice should be sent. We will invoice you for £75 + VAT for each session carried out.**

### Organisation address

|  |  |
| --- | --- |
| Contact name: |  |
| Town: |  |
| Postcode: |  |
| Phone: |  |
| Email: |  |

### Purchase Order Number (if applicable)

|  |  |
| --- | --- |
| Purchase Order Number: |  |

### Description of visit

Please complete *all* details.

#### Visit type (delete as necessary):

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.

### Contact details

|  |  |
| --- | --- |
| Name of author: |  |
| Contact phone or email: |  |

### Fee claim

|  |  |
| --- | --- |
| Number of sessions (at £190 per session): |  |
| Total: | £ |

### Travel claim

You must include receipts for travel tickets – we cannot cover parking.

|  |  |
| --- | --- |
| Rail | £ |
| Bus | £ |
| Taxi | £ |
| Bike (at 20p per mile) | £ |
| Car (at 45p per mile) | £ |
| Other | £ |
| Total | £ |

### Subsistence and accommodation claim

Please include receipts for all expenditure.

|  |  |
| --- | --- |
| Total | £ |

### Adding VAT

|  |  |
| --- | --- |
| Sub-total before VAT | £ |

If VAT registered, show VAT number and calculate VAT against the whole of the sub-total. If you are VAT registered, you *must* also submit a VAT invoice with your claim to ensure payment.

|  |  |
| --- | --- |
| VAT number: |  |
| VAT calculated: | £ |
| Total with VAT | £ |

|  |  |
| --- | --- |
| Signature of author |  |

Please include your address if you have moved recently, or are new to Live Literature.

|  |  |
| --- | --- |
| Name |  |
| Address |  |

**The set fee per LL session is £190.** Scottish Book Trust will invoice the organiser of each session for their contribution towards 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 £80 per overnight stay) and refreshments (up to £25 per overnight stay, or up £10 if no overnight). i.e. a maximum claim of £105 per overnight stay. **We cannot honour your claim unless all receipts are included**. If you have any queries please email live.literature@scottishbooktrust.com.

## Feedback

Please help us by offering some feedback!

Live Literature relies on feedback from everyone involved. It helps us ensure the programme runs smoothly, tell people about the programme and secure the funding needed to support author events.

This survey should take about 5 minutes to complete. If you prefer, you can [complete the survey online](https://www.surveymonkey.co.uk/r/FB55CM3).

### How we will use your information

We will keep your feedback safe, secure and confidential. Read our [privacy policy](https://www.scottishbooktrust.com/about/policies/privacy) for more information. Any comments we use in our marketing and reporting will be shared anonymously. **If you have any questions email** **live.literature@scottishbooktrust.com****.**

### Complete the form

| 1. Please tell us about how you found the Live Literature process – e.g. claim forms, the required time to prepare and facilitate the session, support from Scottish Book Trust – and if you would like to see any changes? |
| --- |
|  |

| 2. When were you first contacted about the session(s), and when did the session(s) take place? |
| --- |
|  |

| 3. What was the most memorable moment from your author session(s)? |
| --- |
|  |

| 4. Live Literature supports authors to develop their experience delivering events that inspire a love of creating and sharing stories. How do you feel this Live Literature session developed skills that you can use elsewhere in your work?  |
| --- |
|  |

| 5. One of Scottish Book Trust’s aims is to bring the magic of stories to people of all ages. Do you feel the author session(s) achieved this aim? **Please explain why.** |
| --- |
|  |

| 6. Any further questions or comments? |
| --- |
|  |

**Thank you for taking the time to fill in this survey.**Scottish Book Trust would love to see examples of work produced from Live Literature events or examples of press/internet features about the event. We would love to hear from you if you feel others could learn from your project e.g. being part of a case study of successful events and projects.

Please email live.literature@scottishbooktrust.com if you would like to send in additional material or if you have any questions about this survey.