# Live Literature author visit: claim form

This claim form is for part funded sessions awarded in 2025.

## 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 £85 + VAT for each session carried out.**

### Organisation address

|  |  |
| --- | --- |
| Contact name: |  |
| Address: |  |
| 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: |  |

**After completing Part One, please pass this form to your author.**

## PART TWO to be completed by the author.

### Contact details

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

### Fee claim

|  |  |
| --- | --- |
| Number of sessions (at £200 per session): |  |
| Total: | £ |

### Travel claim

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

|  |  |
| --- | --- |
| Postcodes to and from |  |
| 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 £200 for events funded in 2025.** Scottish Book Trust will invoice the organiser of each session for their contribution towards this fee (£85 + 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](mailto:live.literature@scottishbooktrust.com).

**You can send the completed claim form to us by email or post**.

**Email**: [live.literature@scottishbooktrust.com](mailto:live.literature@scottishbooktrust.com)

**Post**: Live Literature, Scottish Book Trust, Sandeman House, Trunk’s Close, 55 High Street, Edinburgh, EH1 1SR. **Please retain a copy of your form as backup.**

## 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.

### 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**](mailto:live.literature@scottishbooktrust.com)**.**

### Complete the form

| 1. What was the highlight of your author session(s)? |
| --- |
|  |

| 2. How supported were you by the Scottish Book Trust and the organiser of your session(s)? |
| --- |
|  |

| 3. Please tell us anything else you’d like us to know about this event or Live Literature |
| --- |
|  |

**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](mailto:live.literature@scottishbooktrust.com) if you would like to send in additional material or if you have any questions about this survey.