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**Visitor Charging Form - Season 21/22**

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| Name of Visitor(s):       | Visitor’s Email:       |
| Purpose of Visit (Cruise Number / Project Name / Base):       |

**All charges incurred by the visitor (Airfare, Meet & Assist, Accommodation in transit, Polar Clothing) must be covered by either the visitor themselves, the visitor’s organisation/institution or by the BAS project responsible for the trip.**

**Please tick one option below to confirm how the trip will be funded:**

[ ]  **Charges will be covered by the BAS project responsible for the trip:**

|  |  |
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| **Visitor’s BAS point of contact:**      | **BAS Budget holder (if known):**      |
| NB: You will not need to fill out a Customer Creation Form |

**[ ]  Charges will be covered by the visitor’s institution / organisation:**

|  |  |
| --- | --- |
| **Contact name for invoicing purposes:**      | **Email for invoicing purposes:**      |
| **Name of Organisation / Institute:**      |
| **Address for invoicing purposes:**      |
| NB: You will need to fill out a Customer Creation Form using the **details for your organisation / institution** |

**[ ]  Charges will be covered by the visitor directly:**

|  |  |
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| **Name for invoicing purposes:**      | **Email for invoicing purposes:**      |
| **Address for invoicing purposes:**      |
| NB: You will need to fill out a Customer Creation Form using your **own personal details**(i.e. using your home address) |

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| **Any additional information:**      |

Please return completed form to Coreen Grant ( corgrant@bas.ac.uk ) ASAP.