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**Visitor Charging Form - Season 23/24**

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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:**

|  |  |
| --- | --- |
| **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:**

|  |  |
| --- | --- |
| **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 [externalvisitors@bas.ac.uk](mailto:externalvisitors@bas.ac.uk) ASAP