

Visitor Charging Form - Season 25/26

Name of Visitor(s):	Visitor's Email:
Purpose of Visit (Cruise Number / Project Name / Station):	

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:**

<u>Visitor's BAS point of contact:</u>	<u>BAS Budget holder (if known):</u>
NB: You will <u>not</u> need to fill out a Customer Creation Form	

☐ **Charges will be covered by the visitor's institution / organisation:**

<u>Contact name for invoicing purposes:</u>	<u>Email for invoicing purposes:</u>
<u>Name of Organisation / Institute:</u>	
<u>Address for invoicing purposes:</u>	
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:**

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

<u>Any additional information:</u>

Please return completed form to externalvisitors@bas.ac.uk ASAP