



Travel subsidy scheme guidelines

Travel subsidy scheme

With generous support from Scottish and Southern Electric, the Abbotsford Trust is able to offer financial assistance with the cost of coach hire to enable school groups to visit Abbotsford and take part in our programme of led sessions.

Please note that schools booking a joint session with Abbotsford and Bowhill House & Estate / Sir Walter Scott's Court Room can also apply for a travel subsidy from the Abbotsford Trust to support the costs of travelling to both venues.

Who can apply?

Any UK state school can apply however funding is subject to availability and is not guaranteed.

Applications should meet the following criteria:

- The visit must be for a genuine educational purpose
- School parties must book a led session from the schools programme available at www.scottsabbotsford.co.uk
- The visit must be booked in advance with the Heritage & Engagement Manager
- Priority will be given to state schools visiting Abbotsford for the first time
- Applications for a subsidy should be made prior to the visit taking place and all claims must be made within four weeks of the date of visiting

When can I travel?

The subsidy is available all year round subject to availability.

How much can I claim?

75% of the costs of coach / minibus hire up to a maximum of £100 will be covered. Expenses for taxi hire or travel by private vehicle cannot be claimed.

How do I apply?

- Please make a provisional booking by contacting the Heritage & Engagement Manager.

- Once your date has been confirmed, obtain a quote from your bus company for the travel costs and make your arrangements. Please note the Abbotsford Trust does not make arrangements with your bus company on your behalf.
- Complete the Travel Subsidy Form below and return it by email to: learning@scottabbotford.co.uk or by post to Sandra Mackenzie, Heritage & Engagement Manager, The Abbotsford Trust, Melrose, Roxburghshire, TD6 9BQ.
- You will be notified in writing if your application has been successful.

How will I receive the subsidy?

After your visit, schools should pay the bus company invoice as normal. A copy of the bus company's invoice should then be sent to Sandra Mackenzie, Heritage & Engagement Manager, The Abbotsford Trust, Melrose, Roxburghshire, TD6 9BQ. Up to a maximum of £100 will be reimbursed to the school within 30 days of receipt of the invoice.





Travel subsidy application form

Name of school	
Address	
Postcode	
Group leader's name	
Contact telephone number	
Contact email	
Date of booked visit	
Year group	
Session/s booked	
Estimated cost of coach travel	
Coach operator	

Please return by email to: learning@scottsassbotsford.co.uk or by post to Sandra Mackenzie, Heritage & Engagement Manager, The Abbotsford Trust, Melrose, Roxburghshire, TD6 9BQ.