

CLAIM FOR TRAVEL ALLOWANCE IN RESPECT OF ATTENDANCE AT

SUBJECT: _____

NOTE: Travel allowances will be paid on the basis of bus or train fares or if such transport is not available or would be more expensive, on the basis of private car mileage allowance at a rate of 16.92 cent per kilometre where the return journey to the venue each day is greater than 32 kilometres from home or school, whichever is nearer to the venue.

Only claim forms filled out in full will be processed and the P.P.S. No. must be stated.

Teacher's Name: _____ P.P.S. No: _____
(As on payslip)

School Name: _____

School Roll No: _____

Home address for correspondence: _____

Venue of course: _____

Particulars of travel

Claims should be from home or school whichever is nearer to the venue. Please indicate the location from which mileage is being calculated. Home School

Date: -----	From	To	Bus/Train Fare	If own car used <i>Distance Amount in kilometres claimed</i>	
<i>Journey to Course</i>					
<i>Journey from course</i>					
TOTAL					
			<i>Train/Bus fare</i>	<i>kilometres</i>	<i>amount</i>

PLEASE COMPLETE THE FOLLOWING:

NAME & ADDRESS OF BANK: _____

ACCOUNT NO.: _____ **BRANCH SORT CODE:** ____/____/____/

I certify that I was in full-time attendance at this course and that all the information given here is true.

Signed _____ **(Claimant)** **Date:** _____

For Education Centre Use Only

Claim Approved for payment

Signed: _____ *Date:* _____