

2008/2009

CLAIM FOR PAYMENT OF TRAVELLING EXPENSES INCURRED IN ATTENDING COLLEGE OR WORK PLACEMENT FOR UNDER 19S'

*Please complete all relevant sections, using the notes for guidance (shown overleaf) where required. Where a * is shown, circle the appropriate answer.*

Surname _____ First Name (s) _____

Student ID Number _____ Date of Birth ____/____/____

Home Address _____

_____ Postcode _____

Calendar month to which this claim relates: From ____/____/____ To ____/____/____

Travel from: Home-College * Home-Work placement *

	DATE OF TRAVEL	ROUTE, FINAL DESTINATION AND METHOD OF TRAVEL	BUS/T RAIN FARE	OFFICE USE ONLY	
					TOTAL CLAIM
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
Total					£

I confirm that the above information is correct and claim reimbursement in accordance with the College's conditions shown overleaf.

Student's signature: _____ Date: ____/____/____

Please Turn Over

Tutor's Certification: I certify that, to the best of my belief and knowledge, the above attendances are correct and that:

Total number of possible attendances for period being claimed = _____

Total number of actual attendances for period being claimed = _____

Course Code _____ Course Title _____

Course Tutor's signature _____ Date ____/____/____

Counter signature of Head of School/Centre _____ Date: ____/____/____

NOTES FOR GUIDANCE WHEN COMPLETING THIS FORM

1. Applicant should complete all sections of the form overleaf. Failure to complete any section may delay payment of the claim.
2. Wherever possible, the applicant should use any concessionary fares that may be available *e.g. weekly or monthly tickets*.
3. Travel by private car will only be reimbursed where no alternative transport is available or by prior arrangement by Transport Co-ordinator.
4. Travelling expenses will only be paid in respect of journeys in excess of three miles.
5. If an applicant fails, without adequate reason, to attend one or more of the sessions which make up a normal college day he/she will not be eligible to claim travelling expenses for that day.
6. This scheme is not intended to replace the network of college buses and taxis and every effort must be made to use these services before attempting to make a claim.

CODING GRID – COLEG LLANDRILLO – STUDENT TRAVEL

CREDITOR NO.

DOC. REF.

BATCH NO.

INVOICE NO. T R A V

DATE OF INVOICE - -

CERTIFICATION
ACCOUNT COMPLIES WITH
FINANCIAL REGULATIONS

DESCRIPTION	COST CENTRE	AMOUNT	VAT	VAT AMT	TOTAL AMT
HOME TO COLLEGE	CEN002 2501		6	Nil	
WORK PLACEMENT	CEN002 2509		6	Nil	
TOTALS				Nil	