# Agora Learning Partnership Travel and Expenses Management Claim Form Page1

## Please print the form **DOUBLE SIDED** and in **BLOCK CAPITALS. The authorised form should be returned to your school finance lead.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Claim Period | **(dd)** | **(mm)** | **(yy)** | **To** | **(dd)** | **(mm)** | **(yy)** | *Personnel Number* |
|  |  |  |  |  |  |  |  |
| Name | **School/central** | Contact No | National Insurance No |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Mileage Claim – Enter Journey(s) on Page 2 |  |  |
|  |  | **Miles from page 2** |  | **yes** | **no** |
| 1 | Business Miles |  | **Fuel VAT receipt attached** |  |  |
| 2 | Home to Work Miles (taxable) |  |  |  |  |
| 3 | Other Taxable Miles |  |  |  |  |
| 4 | Other miles |  | **Receipt attached** |  |  |

|  |
| --- |
| Non-mileage Expenses – Enter Journey(s) on Page 2 |
| Date | Nature of Expense eg Train Fares, Subsistence, Car Parking \*\* | **Gross Amount** |
|  |  | **£ :** |
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| \*\*See policy for what may be claimed. Receipts should be attached for all items. | **£ :** |
| **Claimant Signature:***I certify that the insurance policy relating to the vehicle used by me on official Agora Learning Partnership business includes Business Use, that my driving licence is valid for the vehicle I use for Agora Learning Partnership Business and that the mileage/expenses claimed have been necessarily incurred by me on Agora Learning Partnership business:*Signed: Date:  | **Authorised By (Print Name):**  |
| **Signed: Date:** |

IF THIS FORM IS NOT FULLY AND CORRECTLY COMPLETED, AND SIGNED BY CLAIMANT AND AUTHORISER, IT WILL BE RETURNED AND EXPENSES WILL NOT BE PAID

**Journey Record NOTE: ALL MILEAGE CLAIMS MUST BE SUPPORTED BY FUEL VAT RECEIPTS** Page 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date****A** | **Started from****B** | **Places visited and purpose****C** | **Finish-****ed at****D** | **Total miles****E** | **Unclaim-able home to work miles****F** | **Miles and Passengers Claimed eg Business = Column (E) – Column (F)**  |
| **Busi****-ness****1** | **Claimablehome to work****2** | **Other taxable****3** | **Other****Miles****4** |
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| **TOTAL MILES** |  |  |  |  |  |  |