# 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* | | | | | | | | | | | | | | | | | | | |
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| Name | | | **School/central** | | | | | | | Contact No | | | | National Insurance No | | | | | | | | | | | | | | | | | | |
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| 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** | | | | | | | | | | | | | | |  | | | | |  | | | | |

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| 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

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| **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** | | | |  |  |  |  |  |  |