

Car Mileage/Travel Claims.

Northern
House
School



Employee _____

Payroll Number _____ Date _____

Home to Base Miles _____ Month & Year _____

Vehicle Details Make/Model _____ Reg _____

To remain confidential to the employee and the school.

All claims must be approved in advance in order to guarantee authorisation. No such approval may result in decline of authorisation, especially if work is deemed to be of a nature that could have been done during standard working hours. All claims must be made within three months otherwise may become ineligible and must include a valid VAT fuel receipt.

Date	Place and time of departure	Place and time of departure	Approved Duty/Reason	Miles Travelled	Additional Business Miles Claimed	Train or other travel fares	Parking Fees
Total Claims							

In submitting this record of mileage and the associated expenses form, I certify that I have a current valid driving licence, that my vehicle is insured for business use, has a current MOT certificate (where applicable), has been properly maintained, is in a roadworthy condition and I undertook all necessary pre-travel checks. I certify that the journey taken offered the best possible value to the Trust.

Signature of Claimant: _____

The travel above was authorised by me and was undertaken and necessary.

Authorising Signature: _____