

COURSE & CONFERENCE TRAVEL CLAIM FORM

School Development Service – Leadership & Management

Please complete and return to:

Michael O'Halloran

School Development Service – Leadership & Management

Education Authority, Belfast Office

40 Academy Street, Belfast BT1 2NQ

Phone: 028 90 564101 **Fax:** 028 90 564187

Have you claimed travel previously through RTU?

Yes

No

Part One: To be completed by the claimant (PLEASE PRINT CLEARLY)

Title: Mr, Mrs etc.	First Name	Surname	Teacher Ref. No.

Name and Address of School (Post Code Essential):

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Post Code:

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Post Held at School:

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Home Address (Post Code Essential):

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Post Code:

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This is Essential Information*

Bank Account No:	Sort Code:	Name on Back Account:	National Insurance No:

Part Two: Enter Course Details Below. One course per travel claim please. Mileage will be calculated by RTU staff using RAC Route Planner only.

Course Name	Course Date	Venue

I certify that these expenses have been incurred by me in attending the above course.

Signed: (Claimant's signature)

Date:

Certified for Attendance: (Administrative Staff)

Date:

Certified for Payment: (SDS Manager)

Date:

OFFICE USE ONLY

Allocation	Total Mileage From Home	Miles	Value
Prepared By:	Total Mileage From School		
Check By:	Total Mileage Approved		
Voucher No	Total Amount Approved		

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Please complete the Claim Form in accordance with the following instructions:

1. Your full name, home address (lodgings) including postal code should be written in the appropriate boxes in BLOCK CAPITALS.
2. The Course Title, Venue (Town and Place) and the period of the Course (dates and times) should be clearly stated.
3. Teachers should state the name and address of the School/College where they are employed including postcode.
4. State clearly your method of travel e.g. Private car, Citybus, Ulsterbus etc.
5. Please make sure your national insurance number is clearly written, this will enable prompt payment of your claim.

Travelling Expenses:

Claims for travelling expenses should be based on the mileage between your normal base and the course venue or from your home to the course venue, whichever is shortest. Travel will be calculated by RTU staff via RAC Route Finder <http://www.rac.co.uk/route-planner/> only.

Rates for Travelling Expenses:

1. Public Transport – Fares will be recouped at current rates taking account of multi-journey tickets and the Central Transfer system where appropriate. Claims for travel on public transport must include a receipt.
2. Motor Mileage – Motor mileage will be paid at the current rate of 0.257 pence per mile calculated by using RAC Route Planner.

Insurance:

Teachers/Staff using their private motor vehicles in connection with In-Service Courses must have business insurance cover.

***Bank Details:**

BACS is fast, secure and a more convenient method of transmitting funds to an account on the day of payment.

Completed forms should be given to the Course Organiser or sent as soon as possible to:

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