

TO: All Education Staff

Dear Colleague

These are the deadline dates for receipt of travel claim forms in Education Personnel Services for 2003. Please ensure that all claimants are aware of these deadlines, as claim forms received after these dates will not be paid until the following month.

Claims to be paid on:

19th February 2003
19th March
19th April
19th May
19th June
19th July
19th August
19th September
19th October
19th November
19th December
19th January 2004

Claims to be received by:

Friday 17th January
Wed 19th February
Wed 19th March
Thurs 17th April
Friday 16th May
Thurs 19th June
Friday 18th July
Tues 19th August
Friday 19th September
Friday 17th October
Weds 19th November
Monday 15th December

May I take this opportunity to remind all personnel that claims should be made monthly. Claims covering extended periods may cause problems for managers when monitoring budgets.

I would also like to stress the importance of fully completing the claim forms, in particular:

1. **Employee number in the 6 boxes provided on the top right-hand corner**
2. Type of user, i.e. essential/casual/lease (*delete as appropriate*)
3. Vehicle - make/model/registration number/c.c.
4. Signature of claimant .
5. **Authorising officer's signature** - the claim form must be submitted, in the first instance, to the appropriate authorising officer for signature
6. Depart/return times (*reverse of form*).
7. Purpose of visit (*reverse side of form*)
8. All claims for subsistence and expenses must be supported by receipts for the various amounts, **or signed by an authorised officer to pay without receipts by initialing against each claim.**

Thank you for your co-operation.

Yours sincerely

for Head of Education Personnel Services

Please contact the following members of Education Personnel staff if you have any queries:

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All surnames

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