

See overleaf

December 2003

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TO: All Education Staff

Dear Colleague

These are the deadline dates for receipt of travel claim forms in Education Personnel Services for 2004. 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 2004  
19th March  
19th April  
19th May  
19th June  
19th July  
19th August  
19th September  
19th October  
19th November  
19th December  
19th January 2005

**Claims to be received by:**

Mon 19th January  
Thu 19th February  
Friday 19th March  
Friday 16th April  
Wed 19th May  
Friday 18th June  
Mon 19th July  
Thu 19th August  
Friday 17th September  
Tue 19th October  
Friday 19th November  
Friday 10th 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 .

continued.....

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 Education HR & Development Manager

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

**For SCHOOL-BASED STAFF:**

All surnames:

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**For LEA STAFF:**

All surnames

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