

**STUDENT CLAIM FOR**

**TRAVELLING EXPENSES TO SCHOOL PLACEMENT ONLY**

**CONTRIBUTION TO**

**STUDENT TRAVEL**

**CLAIM FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **\* \* \***PLEASE USE BLOCK CAPITALS\*\*\* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1** | FULL NAME & STUDENT ID NO. | | | | | | | | | | | | | | | | | | COURSE | | | | | | | | | CAMPUS BIRLEY / CREWE  (Delete as applicable) | | | | | | | | | | | |
| **DEPARTMENT**  Primary / Secondary / Early Years / Other  (Delete as applicable) | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
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| **2** | **BANK DETAILS** N.B. Bank details need only be completed on your first claim and thereafter only if your  bank details are subject to alteration. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **BANK ACCOUNT NO.** | | | | | |  |  | |  |  |  | | |  |  | | |  | |  | **SORT CODE** | | | |  | | |  | **-** |  | |  | | **-** | |  |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NAME OF ACCOUNT HOLDER** | | | | | |  | | | | | | | | | | | | | |  | **BANK NAME** | | | |  | | | | | | | | | | | | | |  |
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| **3** | **HOME ADDRESS** | | | | | | | | | | | | | | | | | |  | | | **ORGANISATION ADDRESS** | | | | | | | | | | | | | | | | | |
| (From where you travelled each day)  Post Code: | | | | | | | | | | | | | | | | | | | (To where you travelled)  Post Code: | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **4** | **PERIOD OF CLAIM** (Dates of claim) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: | | | | | | | | | | | | | | | | To: | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **5** | **YOUR ATTENDANCE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Days Absent: | | | | | | | | | | | | | | | | Total Days in Attendance: | | | | | | | | | | | | | | | | | | | | | | | |
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| **6** | | **HIGHEST QUALIFICATION & SUBJECT: BA / Masters / PHD:** | | | | | | | | | | | | | | | | | | | | | | | | | | | **GRADE: 1st, 2:1, etc** | | | | | | | | | | |  | J. Bloggs | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| **STUDENT’S SIGNATURE:** ………………………….………. **DATE:** …………......................  I certify that this is a true and accurate claim.  **TUTOR’S SIGNATURE:** ……………………………………...  **DATE:** ……………...................  I certify that the above student has attended as an integral part of their course on the dates shown above. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **BUDGET HOLDER’S APPROVAL:** …………………………  **DATE:** …………….................. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **MMU FINANCE ONLY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | **EXPENDITURE CODE** |
| **VENDOR CODE** | | | | | **AMOUNT** | | | | | | | | **VAT IND** | | | | | **EXPENDITURE CODE** | | | | | | | | | | | | | | | **CHECKED BY** | | | | | | |
| **C/C** | | | | | | **G/L** | | | **WBS** | | | | | |
|  | | | | |  | | | | | | | | V0 | | | | |  | | | | | | 648001 | | |  | | | | | |  | | | | | | |
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| **Zone 1: £1.37** | | | | **Zone 2: £3.15** | | | | | | | | **Zone 3: £5.88** | | | | | | | | | | | **Zone 4: £8.72** | | | | | | | | **Zones 5-7: £12.18-£20.06** | | | | | | | | |
| **Miles** | | | **Days** | **Miles** | | | | **Days** | | | | **Miles** | | | | | **Days** | | | | | | **Miles** | | | **Days** | | | | | **Miles** | | | | **Days** | | | | |
|  | | |  |  | | | |  | | | |  | | | | |  | | | | | |  | | |  | | | | |  | | | |  | | | | |

**DID YOU TRAVEL BY:** (Tick which applies to you. This is for information only and does not affect your payment)

**CAR / MOTORBIKE** **BUS / TRAIN BOTH**

**PLEASE CIRCLE THE DATES YOU ARE CLAIMING FOR TRAVEL.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **September 2017** | | | | | | | **October 2017** | | | | | | | **November 2017** | | | | | | |
| **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
|  |  |  |  |  | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 |  |  |  |  | 26 | 27 | 28 | 29 | 30 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **December 2017** | | | | | | | **January 2018** | | | | | | | **February 2018** | | | | | | |
| **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
|  |  |  |  |  | 1 | 2 |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 |  |  |  | 25 | 26 | 27 | 28 |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **March 2018** | | | | | | | **April 2018** | | | | | | | **May 2018** | | | | | | |
| **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
|  |  |  |  | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  | 1 | 2 | 3 | 4 | 5 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 |  |  |  |  |  | 27 | 28 | 29 | 30 | 31 |  |  |
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| **June 2018** | | | | | | | **July 2018** | | | | | | | **August 2018** | | | | | | |
| **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** | **S** | **M** | **T** | **W** | **T** | **F** | **S** |
|  |  |  |  |  | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  |
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**Notes:**

1. Incomplete claim forms will be returned to you for completion.
2. Daily return journeys of less than 12 miles will not be paid.
3. Journeys cannot be claimed in advance when submitting claim forms to Finance for payment.
4. Completed claim forms must be submitted to Finance by the academic year end of 31 July. **Late claims will not be paid.**
5. This is a **contribution** only towards your travel costs from your home to your placement. Receipts are not required.
6. Journeys will be calculated by Finance using Google Map’s shortest mileage route.