



Repayment of Travel Expenses

Before submitting your claim for expenses, please ensure you have completed an Application for Financial Assistance and provided your bank details.

Student Name

Age Group

Address

Full title of course

Reason for claim:

e.g. Normal Travel or Work Placement

Mode of transport

Public Transport

(please attach used tickets)

Own transport

(30p per mile please attach fuel receipt)

Dates of Attendance Sessions in Academic Year 20.... /20....

	Dates of Travel	Dates of Travel	Dates of Travel	Dates of Travel	Tutors' Signature
MONDAY	.../.../...	.../.../...	.../.../...	.../.../...	
TUESDAY	.../.../...	.../.../...	.../.../...	.../.../...	
WEDNESDAY	.../.../...	.../.../...	.../.../...	.../.../...	
THURSDAY	.../.../...	.../.../...	.../.../...	.../.../...	
FRIDAY	.../.../...	.../.../...	.../.../...	.../.../...	

Summary of claim:

No of Return Journeys	Cost per Return Journey		Amount Claimed	
	£	p	£	p
TOTAL CLAIMED				

Declaration: I hereby declare that the above information is correct.

Signature of Student:

Date

Certified Correct/Payment:
(Finance Team)

Date