

Appendix 13

TRAVEL & SUBSISTENCE EXPENSES CLAIM FORMS FOR USE IN VOLUNTARY SECONDARY SCHOOLS

(1) NAME (BLOCK CAPITALS) _____

HOME ADDRESS _____

(2) DETAILS OF CAR (ENGINE C.C etc.) _____

(3) CLAIM PERIOD _____

TRAVEL	€	_____
SUBSISTENCE	€	_____
MISCELLANEOUS	€	_____
TOTAL CLAIM	€	_____
AMOUNT DUE		€ _____

(4) DECLARATION BY CLAIMANT

I declare that:

- The subsistence and other allowances that I claim are correct and in accordance with regulations.
- The expenses were actually and necessarily incurred by me in relation to school business.
- I have not claimed, nor will I claim from any Government Department, nor from any other source, the expenses incurred above.
- My cumulative mileage to date for which I have been paid travelling expenses (including travel claimed herein and from other public bodies) during the current travel year is _____.

SIGNATURE _____

DATE _____

(5) AUTHORISATION

Signed on behalf of the Board of Management _____
(Principal / Chairperson)

