

# APPENDIX 9

## Travel & Subsistence Expenses Claim Form Community & Comprehensive Schools

(1) NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

(2) DETAILS OF CAR (if used) ENGINE C.C. \_\_\_\_\_ INSURANCE CO. \_\_\_\_\_

(3) SUMMARY OF CLAIM

DATE	JOURNEY			TIME OF		Mode of Transport	KM's	Rate per KM	Cost	SUBSISTENCE (rate)
	Purpose	From	To	DEP.	RET.					

\* Where subsistence is claimed exact time of departure & return must be shown

**TOTAL PAYMENT OF CLAIM** \_\_\_\_\_

### (4) DECLARATION BY CLAIMANT

I declare that:

- (a) The subsistence and other allowances that I claim are correct and in accordance with regulations
- (b) The expenses were actually and necessarily incurred by me in relation to school business
- (c) I have not claimed, nor will I claim from any Government Department, nor from any other source, the expenses incurred above.
- (d) The car (details above) is owned and maintained by me and is, and will continue to be, insured by me for the purposes of the Road Traffic Acts and I will advise the Board of Management of any change to the insurance cover.
- (e) The information given by me is true in all respects
- (f) My accumulative kilometres to date for which I have been paid travelling expenses (including the kilometres claimed herein and from other public bodies) during the current travel year is \_\_\_\_\_.

SIGNATURE (of claimant) \_\_\_\_\_ POST \_\_\_\_\_

DATE \_\_\_\_\_

### (5) APPROVAL OF CLAIM

I certify that:

- (a) The particulars furnished are correct and in accordance with relevant regulations.
- (b) The journeys were authorised and take due account of the need to reduce travelling to a minimum consistent with efficiency.
- (c) This claim is to be charged to \_\_\_\_\_

SIGNATURE (Principal / Chairperson) \_\_\_\_\_

DATE \_\_\_\_\_

AMOUNT PAID €

KILOMETRES TO DATE\_

DATE: \_

FOR OFFICE USE:

