

SACRE REPRESENTATIVES TRAVEL EXPENSES CLAIM PROCESS



	PROCESS	INFORMATION
1.	Complete ' CREDITOR DETAILS FORM ' and return to Michael House (Plymouth City Council)	<p>Representatives will only have to complete this form once.</p> <ul style="list-style-type: none"> Please return these forms to michael.house@plymouth.gov.uk for processing. This will facilitate Plymouth City Council paying expenses into your bank account.
2.	KEEP ALL RECEIPTS	<p>Claimable expenses include:</p> <ul style="list-style-type: none"> Vehicle Mileage (Paid at £0.45p / mile. Travel within Plymouth and Peninsula including Devon, Cornwall, Somerset and Dorset) Bus Fares (please include ticket/receipt) Taxi Fares (where no other form of transport is available – please include receipt) Train Fares (please include ticket/receipt) Motorcycle Mileage (Paid at £0.24p / mile) Bicycle Mileage (Paid at £0.20p / mile) Parking Fare (please provide ticket/receipt) or Supply Teaching Cover (please send invoice via your School Business Manager).
3.	RETURN EXPENSES CLAIMS	<p>Please send all claims to michael.house@plymouth.gov.uk</p> <p>TRAVEL DETAILS TO INCLUDE:</p> <ul style="list-style-type: none"> Name Date of Travel Type of Travel Expense (Car/Bus/Taxi/Train/Motorcycle/Bicycle) POSTCODE of the start of the journey (the postcode for the Plymouth City Council House is PL12AA). Cost of Expense (or Mileage) <p>Please scan or photograph your receipts and attach to your email (if this is not achievable, please contact Michael House).</p>
4	RECEIVE PAYMENT	Your expenses will be sent to the Finance Team and subsequently paid into your Bank Account.

EXAMPLE EMAIL TEXT	<p><i>Subject: SACRE Expenses Claim</i></p> <p><i>Dear Michael,</i></p> <p><i>Please find my travel expense claim for the most recent SACRE meeting.</i></p> <p><i>Name: Michael House</i></p> <p><i>Date: 19/07/23</i></p> <p><i>Type of Travel: Car</i></p> <p><i>Start Postcode: PL65UF</i></p> <p><i>Cost/Mileage: 6miles</i></p> <p><i>Parking: £3.20</i></p> <p><i>Thank you and I have included a photo of my receipt/ticket.</i></p>
---------------------------	--