

SOUTH EASTERN EDUCATION & LIBRARY BOARD
MONTHLY CLAIM FORM FOR PAYMENT OF PETROL ALLOWANCE

PART A:

NAME: Mr/Mrs/Ms _____

ADDRESS: _____

(Give name of person to whom the Paying Order is to be made payable to and the address to which it is to be sent)

I certify that during the month of _____ the under noted pupils were conveyed to _____ school by me in my private car and by no other means of transport and that the journeys so made were made for that purpose only and I hereby claim payment of petrol allowance for that month.

PUPIL(S) NAME(S) _____

_____ SIGNED _____ DATE _____

PART B:

To be completed by the Principal Teacher of the school named above.

I certify that the pupil(s) named above made the following attendances at _____ during the period specified.

ONE TICK IN EACH BOX PER PUPIL PER ATTENDANCE.

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
8 th	9 th	10 th	11 th	12 th	13 th	14 th
15 th	16 th	17 th	18 th	19 th	20 th	21 st
22 nd	23 rd	24 th	25 th	26 th	27 th	28 th
29 th	30 th	31 st				

Principal's Signature _____

For Official Use Only

_____ days @ _____

=£ _____

Total Approved for Payment

=£ _____

Cost Centre	Finance	Function	Amount	
9526	9999	VAT		
		TOTAL		

DATE: _____ INITIAL: _____

VOUCHER NUMBER: _____

When completed this form should be returned to : **Transport Section, South Eastern Education & Library Board, Grahamsbridge Road, Dundonald, Belfast, BT16 0HS**