

Travel Claims Checklist

To ensure that your travel claims are not sent back, please use this checklist to make sure they're correct. Incorrect claims need to be sent back, which can delay payment.

Throughout this checklist we make reference to Columns A, B, etc. The column letters can be found below the headings as seen below.

Car reg	Total miles	Business miles reimb'd, not-tax at payment	Personal miles reimb'd, taxable at paym'nt	Total miles to be reimb'd	Miles not reimb'd	Other related expenses		Public Health only	
						Type	£p	Passenger Miles	Public Tran Miles
A	B	C	D	E	F	G		H	I

Front Sheets

- Have you included your pay number?
- Have you completed your vehicle details including registration?
- Do the total miles on the front page match the final totals in columns C, E and F on the last page?
- Have you signed and dated the form, and included a phone number?
- Is your claim for one month only? If you have more than one month, you need to submit one claim for each month.

Journey Sheets

- Are the dates of travel correct?
- Have you included a new line for each journey? E.g. "Travel to Leeds High School" and "Travel Home" should be on separate lines.
- Have you included your Home to Work miles in Column F for your first and last journeys of the day only?
- Do the numbers in Column C and Column E match up?
- Do your final total for Column C plus your final total for Column F add to the total of Column B?
- If you haven't included receipts, have you added a reason and signed in the box on the first journey sheet?

Sending Claims

Claims should be sent in Excel, PDF, or photo format to artforms.claims@leeds.gov.uk. Claims that arrive after the deadline will be sent the next month.

If you would like a claim double checked before you submit it, you can email artforms.claims@leeds.gov.uk at any time and the admin team will be happy to look over it for you.

