

## Pay and Travel Deadlines 2023-24 (16<sup>th</sup>)

Staff paid on the 26th, please see Page 2

Please find below a list of pay claim periods and return dates. Please note that we should receive your claims **no later than 12 noon on the deadline day**.

To guarantee payment the following month, it is advised that you send your claim and receipts via email to [artforms.claims@leeds.gov.uk](mailto:artforms.claims@leeds.gov.uk). We cannot accept photographs of claims, it must be a scan or an electronic version.

<b>Casual Pay Claims</b>			
Submit to Pay Claims c/o ArtForms office or email to <a href="mailto:artforms.claims@leeds.gov.uk">artforms.claims@leeds.gov.uk</a>			
<b>Claim Month</b>	<b>Claim Period</b>	<b>Claim Deadline</b>	<b>Pay Date</b>
September	28/08/23 – 24/09/23	<b>Mon 25/09/23</b>	16/10/23
October	25/09/23 – 29/10/23	<b>Mon 30/10/23</b>	16/11/23
November	30/10/23 – 26/11/23	<b>Mon 27/11/23</b>	15/12/23
December	28/11/23 – 22/12/23	<b>Fri 22/12/23</b>	16/01/24
January	23/12/23 – 28/01/24	<b>Mon 29/01/24</b>	16/02/24
February	29/01/24 – 25/02/24	<b>Mon 26/02/24</b>	15/03/24
March	26/02/24 – 31/03/24	<b>Mon 02/04/24</b>	16/04/24
April	01/04/24 – 28/04/24	<b>Mon 29/04/24</b>	16/05/24
May	29/04/24 – 26/05/24	<b>Tue 28/05/24</b>	14/06/24
June	27/05/24 – 30/06/24	<b>Mon 01/07/24</b>	16/07/24
July	01/06/24 – 28/07/24	<b>Mon 29/07/24</b>	16/08/24
August	29/07/24 – 25/08/24	<b>Tue 27/08/24</b>	16/09/24

<b>Travel Claims</b>			
Submit to Travel Claims c/o ArtForms office or email to <a href="mailto:artforms.claims@leeds.gov.uk">artforms.claims@leeds.gov.uk</a> You must include receipts or a reason why you can't send receipts with your Travel Claim.			
<b>Claim Month</b>	<b>Claim Period</b>	<b>Claim Deadline</b>	<b>Pay Date</b>
September	16/08/23 – 15/09/23	<b>Mon 18/09/23</b>	16/10/23
October	16/09/23 – 15/10/23	<b>Mon 16/10/23</b>	16/11/23
November	16/10/23 – 15/11/23	<b>Thu 16/11/23</b>	15/12/23
December	16/11/23 – 15/12/23	<b>Mon 18/12/23</b>	16/01/24
January	16/12/23 – 15/01/24	<b>Tue 16/01/24</b>	16/02/24
February	16/01/24 – 15/02/24	<b>Fri 16/02/24</b>	15/03/24
March	16/02/24 – 15/03/24	<b>Mon 18/03/24</b>	16/04/24
April	16/03/24 – 15/04/24	<b>Tue 16/04/24</b>	16/05/24
May	16/04/24 – 15/05/24	<b>Thu 16/05/24</b>	14/06/24
June	16/05/24 – 15/06/24	<b>Thu 17/06/24</b>	16/07/24
July	16/06/24 – 15/07/24	<b>Tue 16/07/24</b>	16/08/24
August	16/07/24 – 15/08/24	<b>Fri 16/08/24</b>	16/09/24

## Pay and Travel Deadlines 2023-24 (26<sup>th</sup>)

Staff paid on the 16th, please see Page 1

Please find below a list of pay claim periods and return dates. Please note that we should receive your claims **no later than 12 noon on the deadline day**.

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<b>Claim Month</b>	<b>Claim Period</b>	<b>Claim Deadline</b>	<b>Pay Date</b>
September	28/08/23 – 24/09/23	<b>Mon 25/09/23</b>	26/10/23
October	25/09/23 – 29/10/23	<b>Mon 30/10/23</b>	24/11/23
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December	28/11/23 – 22/12/23	<b>Fri 22/12/23</b>	26/01/24
January	23/12/23 – 28/01/24	<b>Mon 29/01/24</b>	26/02/24
February	29/01/24 – 25/02/24	<b>Mon 26/02/24</b>	26/03/24
March	26/02/24 – 31/03/24	<b>Mon 02/04/24</b>	26/04/24
April	01/04/24 – 28/04/24	<b>Mon 29/04/24</b>	24/05/24
May	29/04/24 – 26/05/24	<b>Tue 28/05/24</b>	26/06/24
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July	01/06/24 – 28/07/24	<b>Mon 29/07/24</b>	26/08/24
August	29/07/24 – 25/08/24	<b>Tue 27/08/24</b>	26/09/24

<b>Travel Claims</b>			
Submit to Travel Claims c/o ArtForms office or email to <a href="mailto:artforms.claims@leeds.gov.uk">artforms.claims@leeds.gov.uk</a> You must include receipts or a reason why you can't send receipts with your Travel Claim.			
<b>Claim Month</b>	<b>Claim Period</b>	<b>Claim Deadline</b>	<b>Pay Date</b>
September	26/08/23 – 25/09/23	<b>Tue 26/09/23</b>	26/10/23
October	26/09/23 – 25/10/23	<b>Thu 26/10/23</b>	24/11/23
November	26/10/23 – 25/11/23	<b>Mon 27/11/23</b>	22/12/23
December	26/11/23 – 22/12/23	<b>Fri 22/12/23</b>	26/01/24
January	23/12/23 – 25/01/24	<b>Fri 26/01/24</b>	26/02/24
February	26/01/24 – 25/02/24	<b>Mon 26/02/24</b>	26/03/24
March	26/02/24 – 25/03/24	<b>Tue 26/03/24</b>	26/04/24
April	26/03/24 – 25/04/24	<b>Fri 26/04/24</b>	24/05/24
May	26/04/24 – 25/05/24	<b>Tue 28/05/24</b>	26/06/24
June	26/05/24 – 25/06/24	<b>Wed 26/06/24</b>	26/07/24
July	26/06/24 – 25/07/24	<b>Fri 26/07/24</b>	26/08/24
August	26/07/24 – 25/08/24	<b>Tue 27/08/24</b>	26/09/24