

Pay and Travel Deadlines 2024-25 (16th)

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. We cannot accept photographs of claims, it must be a scan or an electronic version.

* The change of pay date 'nudging' timeline

Casual Pay Claims			
Submit to Pay Claims c/o ArtForms office or email to artforms.claims@leeds.gov.uk			
Claim Month	Claim Period	Claim Deadline	Pay Date
September	01/09 – 29/09	Mon 30/09/24	16/10/24
October	30/09 – 27/10	Mon 28/10/24	18/11/24*
November	28/10 – 24/11	Mon 25/11/24	20/12/24*
December	25/11 – 15/12	Mon 16/12/24	22/01/25*
January	16/12 – 26/01	Mon 27/01/25	26/02/25*
February	27/01 – 23/02	Mon 24/02/25	26/03/25
March	24/02 – 30/03	Mon 31/03/25	25/04/25
April	31/03 – 27/04	Mon 28/04/25	23/05/25
May	28/04 – 26/05	Tue 27/05/25	26/06/25
June	27/05 – 29/06	Mon 30/06/25	25/07/25
July	30/06 – 27/07	Mon 28/07/25	26/08/25
August	28/07 – 24/08	Tue 26/08/25	26/09/25

Travel Claims			
Submit to Travel Claims c/o ArtForms office or email to artforms.claims@leeds.gov.uk You must include receipts or a reason why you can't send receipts with your Travel Claim.			
Claim Month	Claim Period	Claim Deadline	Pay Date
September	16/08 – 15/09	Mon 16/09/24	16/10/24
October	16/09 – 15/10	Wed 16/10/24	18/11/24*
November	16/10 – 17/11*	Mon 18/11/24	20/12/24*
December	18/11 – 15/12*	Mon 16/12/24	22/01/25*
January	16/12 – 21/01*	Wed 22/01/25	26/02/25*
February	22/01 – 25/02*	Wed 26/02/25	26/03/25
March	26/02 – 25/03	Wed 26/03/25	25/04/25
April	26/03 – 25/04	Mon 28/04/25	23/05/25
May	26/04 – 25/05	Tue 27/05/25	26/06/25
June	26/05 – 25/06	Thu 26/06/25	25/07/25
July	26/06 – 25/07	Mon 28/07/25	26/08/25
August	26/07 – 25/08	Tue 26/08/25	26/09/25

Pay and Travel Deadlines 2024-25f (26th)

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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Claim Month	Claim Period	Claim Deadline	Pay Date
September	01/09 – 29/09	Mon 30/09/24	25/10/24
October	30/09 – 27/10	Mon 28/10/24	26/11/24
November	28/10 – 24/11	Mon 25/11/24	20/12/24
December	25/11 – 15/12	Mon 16/12/24	24/01/25
January	16/12 – 26/01	Mon 27/01/25	26/02/25
February	27/01 – 23/02	Mon 24/02/25	26/03/25
March	24/02 – 30/03	Mon 31/03/25	25/04/25
April	31/03 – 27/04	Mon 28/04/25	23/05/25
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August	28/07 – 24/08	Tue 26/08/25	26/09/25

Travel Claims			
Submit to Travel Claims c/o ArtForms office or email to artforms.claims@leeds.gov.uk You must include receipts or a reason why you can't send receipts with your Travel Claim.			
Claim Month	Claim Period	Claim Deadline	Pay Date
September	26/08 – 25/09	Thu 26/09/24	25/10/24
October	26/09 – 25/10	Mon 28/10/24	26/11/24
November	26/10 – 25/11	Tue 26/11/24	20/12/24
December	26/11 – 15/12	Mon 16/12/24	24/01/25
January	16/12 – 25/01	Mon 27/01/24	26/02/25
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