

## Pay and Travel Deadlines 2025-26 (26<sup>th</sup>)

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.

### Pay Claims

Pay claims, including fees and expenses claims, **must** be sent in to [artforms.claims@leeds.gov.uk](mailto:artforms.claims@leeds.gov.uk).

### Travel Claims

Please submit your travel claims on MySelfService; if this is not possible or if you require some assistance, please send the excel claim spreadsheet in to [artforms.claims@leeds.gov.uk](mailto:artforms.claims@leeds.gov.uk) **and** ask for a training session on MySelfService. If you are claiming for any public transport / bicycle miles / parking tickets, please send your claim in to [artforms.claims@leeds.gov.uk](mailto:artforms.claims@leeds.gov.uk) on an excel claim spreadsheet along with your receipts. You must include receipts with your travel claim or provide a reason why they are missing.

Please be aware that travel claims submitted (via MySelfService) can be done more frequently than once a month and claims submitted early in the month may be paid in the same month.

All forms and guidance documents for pay and travel claims can be found on the Staffroom section of the website: <https://artformsleeds.co.uk/staffroom/>

Claim Deadlines			
Claim Month	Claim Period	ArtForms Deadline	Pay Date
September	26/08 – 25/09	<b>Fri 26/09/25</b>	24/10/25
October	26/09 – 25/10	<b>Mon 27/10/25</b>	26/11/25
November	26/10 – 25/11	<b>Wed 26/11/25</b>	24/12/25
December	26/11 – 12/12	<b>Fri 12/12/25</b>	26/01/26
January	13/12 – 25/01	<b>Mon 26/01/26</b>	26/02/26
February	26/01 – 25/02	<b>Thur 26/02/26</b>	26/03/26
March	26/02 – 25/03	<b>Thur 26/03/26</b>	24/04/26
April	26/03 – 25/04	<b>Mon 27/04/26</b>	26/05/26
May	26/04 – 25/05	<b>Tue 26/05/26</b>	26/06/26
June	26/05 – 25/06	<b>Fri 26/06/26</b>	24/07/26
July	26/06 – 25/07	<b>Mon 27/07/26</b>	26/08/26
August	26/07 – 25/08	<b>Wed 26/08/26</b>	25/09/26

BSC Enquiries:  
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BSC My Self Service:  
[bsc.self.service@Leeds.gov.uk](mailto:bsc.self.service@Leeds.gov.uk)