

Pay and Travel Deadlines 2026-27 (26th)

Pay Claims

For all pay claims, including fees and expenses claims, the correct form **must** be used and sent to artforms.claims@leeds.gov.uk.

- [Pay claim form](#)
- [Fees and expenses form](#)

A description of the work should also be provided, either on the form or within the email.

Travel Claims

Please submit your travel claims on My Self Service. If this is not possible, or if you require some assistance, please send the [Excel travel claim spreadsheet](#) in to artforms.claims@leeds.gov.uk and request a training session on My Self Service.

You must include receipts with your travel claim or provide a reason as to why they have been omitted.

Please note that travel claims submitted via My Self Service can be done more frequently than once a month and claims submitted early in the month may be paid within 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	Mon 28/09/26	26/10/26
October	26/09 – 25/10	Mon 26/10/26	26/11/26
November	26/10 – 25/11	Thu 26/11/26	24/12/26
December	26/11 – 11/12	Fri 11/12/26	26/01/27
January	12/12 – 25/01	Tue 26/01/27	26/02/27
February	26/01 – 25/02	Fri 26/02/27	25/03/27
March	26/02 – 25/03	Mon 29/03/27	26/04/27
April	26/03 – 25/04	Mon 26/04/27	26/05/27
May	26/04 – 25/05	Wed 26/05/27	25/06/27
June	26/05 – 25/06	Mon 28/06/27	26/07/27
July	26/06 – 25/07	Mon 26/07/27	26/08/27
August	26/07 – 25/08	Thu 26/08/27	24/09/27