

Travel Claim Form Instructions

You can claim for travel within Gloucestershire for journeys of 2 miles or more to clinics at community hospitals, hospices, GP placements and while on non-residential and residential GP attachment. You cannot claim for journeys between GRH and CGH as a free bus pass has been provided for this route. For travel to/from Bristol at the beginning and end of placement you can claim through the University of Bristol.

N.B. We do not reimburse Taxi fares unless the journeys have been agreed through the Undergraduate Office in advance.

Please ensure you claim for one Unit at a time and not combine Units on the same claim form.

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- 1. Complete your personal details;** this is for where you want the cheque to be posted to and how the name on the cheque will appear. Ensure you write this clearly.
- 2. Vehicle Details:** You do not need to complete this section because the mileage rates are already set.
- 3. Claim Summary;** this is for Undergraduate Office use ONLY. Please note Gloucestershire Academy pays 24p per mile and 5p per passenger mile.
- 4. Sign the declaration;** the Trusts Finance department will not process the claim without your signature.

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- 5. Journeys travelled;** for each single or return journey travelled in one day, enter the date and time leaving and return from both locations. Start point is either CGH (Cheltenham) or GRH (Gloucester). For example If you have started at CGH, travelled to Hereford and returned to CGH in the same day you just write: -

Starting Point: CGH

Journey (place visited): Hospice, Hereford

Finishing Point: CGH

If you have multiple journeys in one day, list each journey on a separate line

- 6. Payable Business Mileage by Car;** Refer to the 'Guide to Student Payable Business Mileage' below. This gives you the paid mileages for all locations ONE WAY, please use these mileages in this column. So for example for CGH to Hereford would be 40 miles so for a return journey enter 80 miles in the 'Payable Business Mileage' column.
- 7. Official Passengers;** you can claim 5p/mile for each passenger. List any passengers and the total miles in this column.
- 8. Fares Tolls Parking;** Parking charges are not reimbursed by the Academies. If travelling via bus or train, write the amount for each ticket, ensure you keep each ticket and attach them to the travel claim form. Any public transport claimed without a ticket/receipt will not be reimbursed.
- 9. Repeat points 5, 6 and 8 until you have listed all your journeys.** Total up either number of miles travelled or amount spent on tickets in the boxes on the bottom row. The Undergraduate Department will check all amounts and complete the Claim Summary section on page 1 for you.
- 10. Once complete** you need to either hand into the Undergraduate Office based in Redwood Education Centre or post to: -

**Undergraduate Department
Gloucestershire Academy
Redwood Education Centre
Gloucestershire Royal Hospital
Great Western Road
Gloucester
GL1 3NN**

Travel claims can take up to 6 weeks to process, if you have not received your cheque after 6 weeks have passed, you can call or email the Undergraduate Office on **08454 22 6233**,
undergraduate.department@glos.nhs.uk

Guide to Student Payable Business Mileage

Gloucester - 1 Way to: -	Beeches Green	10
	Bishops Cleave	11
	Bristol – Only claim via UoB	35*
	Bourton-on-the-Water	25
	Bredon, Tewkesbury	18
	Cheltenham	8
	Chipping Campden	33
	Cinderford	14
	Cirencester	20
	Coleford	20
	Drybrook	15
	Dursley	16
	Minchinhampton	22
	Morton-in-Marsh	31
	Nailsworth	16
	Newnham	13
	Northleach	40
	Quedgeley	5
	Rendcomb	18
	Stow-on-the-Wold	28
	Stroud	12
	Tetbury	23
	Tewkesbury	14
	Westbury	10
	Winchcombe	16
	Wotton under Edge	32
Yorkley	20	
Cheltenham - 1 Way to: -	Beeches Green	13
	Bredon, Tewkesbury	13
	Bream	30
	Bristol – Only claim via UoB	40
	Bourton-on-the-Water	18
	Chipping Campden	27
	Cinderford	22
	Cirencester	17
	Coleford	28
	Drybrook	22
	Dursley	22
	Hereford	40
	Minchinhampton	25
	Northleach	31
	Quedgeley	14
	Stonehouse	17
	Stow-on-the-Wold	21
	Stroud	14
	Tetbury	30
	Tewkesbury	10
Winchcombe	7	
Worcester	25	
Wotton under Edge	27	
Yorkley	27	