**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.**

**Page 1**

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.

**Page 2**

1. **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

1. **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.
2. **Official Passengers**; you can claim 5p/mile for each passenger. List any passengers and the total miles in this column.
3. **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.
4. **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.
5. **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](mailto:undergraduate.department@glos.nhs.uk)

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| --- | --- | --- | --- | --- |
| **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 |  |  | |