

UNIVERSITY OF DUNDEE
SCHOOL OF EDUCATION & SOCIAL WORK
PRACTICE PLACEMENT - STUDENT CLAIM FOR TRAVEL

PLEASE SUBMIT CLAIM IN 4 WEEK BLOCKS ONLY

Complete clearly Sections 1 and 2, and relevant parts of Sections A, B, and C overleaf, in **BLOCK CAPITALS**
Return the completed form to School with supporting documents attached for onward transmission to:
expenses.ap@dundee.ac.uk

THIS CLAIM WILL ONLY BE AUTHORISED IF AGREEMENT HAS BEEN MADE PRIOR TO YOUR PLACEMENT

From	ESW	Department	Ext No
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SECTION 1 - Payee Details - BLOCK CAPITALS			
Title	First Name	Surname	
Direct Bank Transfer (BACS)		REMITTANCE DETAILS	
Sort Code (6 digit number)	Bank Account No (maximum 8 digits)	Address	
Bank Name and Address		Post Code	
Matriculation Number		E-mail Address for BACS Remittance Advice	
		@dundee.ac.uk	

SECTION 2 - Course Details			
Course Title			Year of Course
DETAILS OF PLACEMENT:		Period of	From To
Name and Address of School / Placement:		Placement	
		Claim	
		Number of Days Claimed	
		Claimant's Signature:	Date

WEEK	BEGINNING DATE	PLEASE STATE ATTENDANCE							Authorised Signature (Practice Teacher)
		Please tick which days student attended							
		Mon	Tue	Wed	Thurs	Fri			
WEEK 1									
WEEK 2									
WEEK 3									
WEEK 4									
WEEK 5									
WEEK 6									
WEEK 7									
WEEK 8									
WEEK 9									
WEEK 10									
WEEK 11									
WEEK 12									
WEEK 13									
WEEK 14									
WEEK 15									

SECTION 3 - SCHOOL AND FINANCE USE ONLY							
Financial Ledger Code Allocation	Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Total

ADDITIONAL INFORMATION FOR PLACEMENT TRAVEL

DETAILS OF CLAIM

A - PLACEMENT TRAVEL FOR PERIOD OF CLAIM								
Date	Travel From	Travel To	Bus Rate (round trip)	Daily mileage total @ 22.3p per mile	Daily Bridge Tolls	Total Daily Mileage & Bridge Tolls	Number of Days	Total
Total A								

B - NORMAL TERM TIME TRAVEL FOR PERIOD OF CLAIM								
	Travel From	Travel To	Bus Rate (round trip)	Daily mileage total @ 22.3p per mile	Daily Bridge Tolls	Total Daily Mileage & Bridge Tolls	Number of Days	Total
Total B								

C - TRAVEL CLAIM TOTALS								
Total A								
Less Total B								
TOTAL TRAVEL CLAIM								