

Access to Work Grants **Travel Claim Form**

Section 1 and 3 must be completed by the employer, training provider, JCP or voluntary organisations.

Section 2 must be completed by the claimant.

To claim your reimbursement please take your completed travel claim form to Loughborough or Coalville Library.

Section 1		
Name D.O.B.		
Address		
.....		Postcode
Email		
Reason and location <i>(Please tick)</i>		Date(s) attended
<input type="checkbox"/> Work Club <input type="checkbox"/> Adult Apprentice <input type="checkbox"/> Volunteering <input type="checkbox"/> Learndirect <input type="checkbox"/> Interview <input type="checkbox"/> Training <input type="checkbox"/> Other <i>(Please specify)</i>		
Address <i>(Please specify)</i>		
Bus number and company	No. of bus tickets	Bus ticket(s) checked: <input type="checkbox"/> Yes <input type="checkbox"/> No
Amount on bus ticket(s) = £		Amount to be reimbursed, less £1 per day = £

Section 2						
<p>I understand the following:</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;">1. Valid bus ticket(s) must be shown and then given to the library.</td> <td style="width: 50%; padding: 5px;">4. There may some occasions when the library is unable to issue a reimbursement, if this happens the assistant will advise you what you should do.</td> </tr> <tr> <td style="padding: 5px;">2. Only one weekly ticket can be claimed at a time.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">3. Funds are limited.</td> <td style="padding: 5px;"></td> </tr> </table> <p><input type="checkbox"/> I would like to take part in future monitoring and evaluation for this scheme.</p> <p><input type="checkbox"/> I would like to receive information about future CHYM initiatives.</p> <p>Signature Date</p> <p><small>Data Protection Statement: Information supplied on this form will be held on computer and will be used in accordance with the Data Protection Act 1998 for statistical analysis, management, planning and in the provision of services by the County Council and its partners. It will not be disclosed to any organisation not associated with LCC except where law requires us to release that information. The information will be held in accordance with the Council's records management and retention policy.</small></p>	1. Valid bus ticket(s) must be shown and then given to the library.	4. There may some occasions when the library is unable to issue a reimbursement, if this happens the assistant will advise you what you should do.	2. Only one weekly ticket can be claimed at a time.		3. Funds are limited.	
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Section 3	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Organisation Stamp</p>	<p>Name</p> <p>Position</p> <p>Signed</p>