**Daily Travel, Overnight and Childcare Claim Form**

**Travel** □ **Overnight** □ **Childcare** □

**Section 1**

**Supporting Documentation Required:**

Attendance Record from Course Provider □ Print out of Route Planner displaying Journey Distance □

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| **Name of Applicant:** | **Programme:** |

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| **Address:** |  | |
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|  | **Phone No:** |

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| **PPSN:** | **E : mail** |

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| **Course Details (please use block letters)** |
| **Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Course Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Course Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QQI Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  |  |  |  | | --- | --- | --- | --- | | **Course Start Date:** | **Course Finish Date:** | **Full Time**  Yes □ No□ | **No. of Days for this claim:** | |

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| **Client Confirmation**  I certify that:  (a) Travel allowances claimed are for attendance on approved programmes only  (b) Particulars furnished are herein all respect true  (c) No claim in respect of the same period has been **or** will be made against a State Department or elsewhere  (d) All supporting documentation, as specified above are attached  (e) I understand that all Travel claims must be submitted monthly  (f) I understand that failure to submit Travel claims monthly will result in the claim being disallowed  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Internal Unit Use Only**

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| **Client Eligibility:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Previous Travel Claims:**  **Year 1\_\_\_\_\_\_\_\_\_\_\_ Year 2: \_\_\_\_\_\_\_\_\_\_\_** |

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| **Claim Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Authorised Signature** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Section 2**

Please complete this page inserting a new line for every day you attend. Insert €12 per day in Band 1 column or €16 per day in Band 2 column, depending on the distance of your one way journey.

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| **Date** | **Time** | | **Details of Journey** | | **Purpose of Journey** | **Daily Rate** | | **Childcare** | **Overnight Contribution** |
| **Depart** | **Return** | **From** | **To** | Band 1  (up to 48 kms) | Band 2  (over 48 kms) |
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| **SUBTOTAL** | | | | | |  |  |  |  |
| **Less Deductions (Travel Allowance etc)** | | | | | |  |  |  |  |
| **Total** | | | | | |  | | | |

Should you have any queries in completing this claim form, please contact the SOLAS Unit for support and direction