

## MILEAGE REIMBURSEMENT CLAIM FORM



**School/ College:**

**Route Number**

For office use only

**Pupil's surname:**

**Agreed daily rate**

**Forename(s):**

**Please tick here if Post-16**

☐

**Address:**

  
  


Please indicate days pupil was transported to the school.

**Claimant's name:**

### January 2026

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	No	£	p
						1st		2nd		3rd		4th			
5th		6th		7th		8th		9th		10th		11th			
12th		13th		14th		15th		16th		17th		18th			
19th		20th		21st		22nd		23rd		24th		25th			
26th		27th		28th		29th		30th		31st					
													<b>Total</b>		

Please use this box to add any notes or any additional information to assist your claim (optional):

Please hand to School or College by the first Friday next month.

I certify that I transported my child to school on the dates shown (signature).

School stamp / signature.

**School or College to scan and email completed form to: [ITUinvoices@gloucestershire.gov.uk](mailto:ITUinvoices@gloucestershire.gov.uk)**