

SW&T Access to Employment and Learning Travel Reimbursement Form

Please complete all boxes

Please complete this form and return it along with the Access to Employment and Learning Application Form and **proof of expenditure** to: Employment and Skills, West Somerset House, Killick Way, Williton, Taunton TA4 4QA. Or by email to employmentsupport@somersetwestandtaunton.gov.uk. When sending by email, forms must be signed, then scanned or photographed and added as an attachment. If you require support to complete the form please phone 01823 219578 or 01823 219612.

Name of Applicant	
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Mileage expenses can be claimed at a cost of 25 pence a mile up to a maximum of £9.00 per day. Public transport can be claimed to a maximum of £9.00 a day.

Date	Start and Finish Locations	Number of miles claimed	Cost of bus ticket

Applicants Signature	
Print Name	
Date	
Receipts enclosed/attached	
Sponsor Signature	
Print Name	
Date	