Guidance Notes – Foster Carer Mileage Claim Forms

See below for definition when claiming under option B

*Non-routine Hospital/Doctors/Dentist/Opticians*
- Out of hours
- Hospital appointments for further investigations
- Emergency hospital or doctors visit
- Opticians other than normal eye tests.
- Dentist other that routine checkups

Completing the claim information on the back of the form:

a) Date that the journey is undertaken
b) Foster Child travel form = Child’s full name or Foster Carer travel form = Name of training/course attended
c) Address you are travelling from
d) Postcode you are travelling from
e) Address you are travelling to
f) Postcode you are travelling to
g) Purpose of Journey
h) Only tick if this is a return journey
i) Actual Miles travelled
j) Foster child claim only – deduct 2 miles each way of journey for C & D travel
k) Miles claimed

How to find a postcode

If you are attending training please ask the tutor /facilitator for the postcode. Alternatively you can go on the Royal mail postcode finder website this is a free services

http://www.royalmail.com/postcode-finder

Submission of Claim

1) You must send your claims to the family placement team every month
2) Complete all sections on the back of the form
3) Your mileage claims will be verified using an approved route calculation planner; in the event that you have claimed more that the calculated mileage for a journey the mileage will be correct within the allowed tolerance.
4) Failure to provide a receipt to verify parking, bridge tolls etc. no reimbursement will be made
5) Late submission of mileage claims may result in non payment of claim
6) Year end all claims for travel from the 1st April 2013 to 31st March 2014 must be submitted no later than the 14th April 2014.