

SMARTER TRAVEL PACK

TRAVEL PLAN REIMBURSEMENT FORM

I wish to submit a claim to be reimbursed costs in respect of your Travel Plan Scheme, and agree to the following:

- To provide correct payee details including name, address, contact number and bank details for the reimbursement.
 - To provide copy invoices/proof of payment to support my claim.
 - To my personal financial details only being retained by the finance department to allow Caerphilly CBC to pay or discuss my claim.
- First make a purchase which may comprise of any of the following - multiple rail or bus tickets/passes, bikes or accessories for walking (walking boots or poles only) according to your household needs and choice. List the item(s) on the claim form.
 - Complete this claim form by listing each item purchased and attach a receipt or proof of purchase for each item which must include the cost and date of purchase. You will be reimbursed up to a maximum of £250. The total value of the listed items may exceed £250 on the list however you will only be able to claim a maximum of £250.

PAYEE DETAILS

Full Name

Address

Postcode

Telephone

Email

Bank name

Bank branch

Bank address

Account number Sort code



Please provide details of all purchases and include a description for each item in the claim. For example – 1 weekly train ticket from Caerphilly to Cardiff – date of purchase 1/1/19. Then fill in the cost of the ticket and complete the process for each item before totalling the value of the items and completing the claim box. You will be reimbursed up to £250. Don't forget to sign and date the form and attach the receipts. You may wish to take a copy for your records. The claim must be posted to the Travel Plan Co-ordinator at the address provided below.

DESCRIPTION OF ITEM CLAIMED	Cost (£ per item)
TOTAL VALUE OF CLAIM	£

Signed by applicant

Date of claim

Return to Cae Sant Barrwg Travel Plan Co-ordinator, Transport Strategy and Highway Planning, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG.

FOR CCBC OFFICE USE ONLY

Authorised for Payment

Date Authorised

Code/Subjective for payment

