

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:

December 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										
														Total		

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