

LECTURER CLAIM FORM FOR EXPENSES/FEES RE. IN-CAREER DEVELOPMENT COURSES

Please use BLOCK CAPITALS The Education Centre, Dromtacker, Tralee, Co. Kerry

PLEASE NOTE ALL PAYMENTS ARE MADE USING IBANKING - PLEASE COMPLETE THE FOLLOWING:

NAME OF BANK: _____ **ADDRESS OF BANK:** _____

ACCOUNT NO: _____ **SORT CODE** _____ - _____ - _____

NAME ON ACCOUNT: _____

COURSE: _____ **Venue:** _____ **Date(s)** _____

NAME (of claimant): _____

HOME ADDRESS: _____ **TEL. NO.** _____

SCHOOL ADDRESS: _____ **TEL. NO.** _____

If private car used, please state (a) **Make, Model and Registration:** _____

(b) **Engine Capacity (c.c & horse power):** _____

If public transport was not used please state the reason/s: _____

	Date	Time of Departure	Time of Return	Full particulars of Journeys and Charges		Mode of conveyance	Distance in Km. if private car used	Travelling		Subsistence		No. of Lecturing hours	Lecturer fee (if any)	Misc. (attached receipts)	
				From	To			€	c	€	c		€	c	
															€
1															
2															
3															
4															
5															
6															
7															
8															
							TOTAL								

PPS Number _____

(failure to supply PPS Number will result in delay in fee payment)

Please state your current P.R.S.I. class in your main employment. _____

Checked _____ *(Signature)*

I certify that (a) the expenses charged have been actually and necessarily disbursed in relation to the above courses;

(b) the particulars furnished herein are in all respects true and; (c) no claim in respect of the same period has or will be made elsewhere.

Signature: _____ **(Claimant)** **Date:** _____

This completed claim form should be submitted to the Course organiser immediately after the course.

OFFICE USE ONLY

Claim approved for payment

Signature _____ **(Course Organiser)**

Date: _____

Tutors Fee _____
less PAYE _____
less PRSI _____
less U.S.C. _____ = _____

Plus Travel _____
Plus Subsistence _____
Plus Misc. _____ = _____

GRAND TOTAL = _____

Employer PRSI _____