

TEACHER PROFESSIONAL NETWORKS (TPN) SUPPLEMENTARY FUNDING SCHEME

CLAIM FOR ALLOWANCES IN RESPECT OF ATTENDANCE AT A TPN PROFESSIONAL DEVELOPMENT COURSE

BLOCK CAPITALS PLEASE

Course Organiser (TPN) : _____

Branch : _____

CLAIMANT'S NAME _____

School Name and Address

Home Address for correspondence

Course Venue : _____

Course Date/s: ** _____ and _____

Travel particulars

The cost of bus or train fares, or **kilometre** car allowance, where less expensive public transport is not available. **Kilometre** allowance may not be paid in respect of claimants who have travelled less than **16 Kilometres** (single journey) to the course. Travel allowances will be in respect of travel from home or school, **whichever is nearer to the course venue**. The rate for Teachers' Travel Allowance is 16.92 cents per Kilometre.

** **Expenses will be calculated as per Course Date/s above**

	Bus/Train Fare	From Where	To Where	<u>KILOMETRES</u> travelled if own car used
Journey to Course centre				
Journey from Course centre				

Total **KILOMETRES** travelled per day _____

Overnight stay (Department of Education & Science rates apply)

If attendance necessitated residing away from your usual residence, indicate the number of nights involved _____

Certificate:

I certify that I was in full-time attendance at this course and that all the information given here is true.

Signed: _____ (Claimant) Signed on behalf of TPN: _____

Date: _____ Date: _____

Please return to the appropriate TPN

For Office Use only: Total Kilometres _____ Amount € _____