

# 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 than 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 than 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 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014 must be submitted no later than the 14<sup>th</sup> April 2014.