



TUITION EXPENSES CLAIM FORM

BATH TUTORIAL COLLEGE LLP

Bath Tutorial College

Date: DD / MM / YY

Tutor:

Full Name _____ Telephone _____

Address _____

Claim for:

	Student Name	From DD/MM	To DD/MM	Subject	Hours
1					
2					
3					
4					

Total of hours _____
 Payment per hour _____
 Total tuition fees _____

Travelling expenses: miles (to and from tuition venue)

	Student Name	From	To	Date (DD/MM)	Miles Driven
1					
2					
3					
4					

Total miles _____
 Payment per mile 0.45
 Total mileage payable _____

Miscellaneous expenses / comments / information:

Please return this form and send it by post or e-mail to process your payment as soon as possible.

Bath Tutorial College LLP, The Limes, Weston Lane, Bath, BA1 4AB Tel 01225 313076

Accounts e-mail pauline@bathtutorialcollege.co.uk



Bath Tutorial College

TUITION EXPENSES CLAIM FORM

BATH TUTORIAL COLLEGE LLP

Please provide Bank Details for BACS payments:

Bank Name:

Account Name:

Sort Code:

Account Number:

Please provide name if payment by cheque is preferred*

*BACS payment is preferred as payments are transferred directly into your bank account and waiting time for postage, paying in the bank and waiting time to be cashed is avoided. We aim to complete payments within 24 - 48 hours after receipt of the completed claim form.

We would like to thank you for your assistance and please feel free to contact us at any time

Please return this form and send it by post or e-mail to process your payment as soon as possible.

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