

**LEARNING & CHILDREN**

Forms should be returned to:  
Pupil & Parent Services  
Access & Inclusion  
Dryden Professional Development Centre  
Evistones Road, Low Fell  
Gateshead, NE9 5UR

Invoice No: .....  
for contractors own  
identification purposes.

**CONVEYANCE OF SCHOOL CHILDREN**

Name & Address of Contractor .....

.....

Transport claim for the month of .....200 .....

Name of School .....

Contract No: .....

Are you VAT registered? ..... Yes/No

VAT Registration No: .....

Week Commencing	Details of Claim	Rate Per Day	Days Claimed	Amount Claimed £
<b>Total (Excluding VAT)</b>				
<b>VAT Amount at 17½%</b>				
<b>Total</b>				

**Contractor's Signature** .....

I certify that the number of journeys for which payment is claimed is correct.

Date:..... Signed: .....  
(Head Teacher/Authorised Signatory)

**Please Note:**

- (1) This form must be submitted to Access & Inclusion on a monthly basis. Contractors are advised to ensure that the form is countersigned by the Head teacher or a senior member of staff at the school on the last school day of each month. It is the contractor's responsibility to ensure that the form is forwarded to this office.
- (2) A separate invoice should be forwarded in respect of VAT claims.