

# Regular Motor Allowances Claim (Non Portal Users Only)

Form **T07.4** 14.09.21

TRIP ID: \_\_\_\_\_

**Claimant Details**

Staff / Student ID

Name \_\_\_\_\_

Address \_\_\_\_\_

**Motor Vehicle Details**

Make & Model \_\_\_\_\_

Car Registration \_\_\_\_\_ Engine Size (cc) \_\_\_\_\_

**Travel Details**

Date	From	To	Reason for Travel	Dept / Prj Code	Kilometres	Parking Fees / Toll Charges
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Approval**

Claimant \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Funds Check \_\_\_\_\_

Processed \_\_\_\_\_

Payment Approved \_\_\_\_\_

Motor Rate p/km

KM	€
=	€
<b>Total Claim</b>	€

Claimants should be familiar with the University's Travel & Expense Policy and the Travel & Expense Procedures & Regulations.  
The claim is to claim multiple motor allowance for multiple trips (where no subsistence is required). Attach receipts for associated parking & toll charges.