



## Sustainable Travel Grant Claim Form

Organisation

Project Name / Description:

Date

Claim Amount

Match funding Amount (if any)

Total Project Cost (inc match funding)

Evidence submitted to substantiate each amount. Please ensure that all documentary evidence for the total project cost is attached to this claim form.

Item purchased	Amount exc VAT (£)	Invoice provided?	Evidence Provided (case study/detail etc)
<b>Total *</b>			

\* Note the total must add up to the complete project cost.

**Claim Completed by**

Name

Signature

Position

Date

**Claim Authorised By (Senior Manager/Chief Officer)**

Name

Signature

Position

Date