

Mae Addysg Oedolion Cymru | Adult Learning Wales yn elusen gofrestrddig yng Nghymru a Lloegr (rhif 1071234) ac yn gwmni cyfyngedig drwy warant yng Nghymru a Lloegr (rhif 3109524)

AET Second Marking Claim Form

Please return this form for endorsement to :

Addysg Oedolion Cymru | Adult Learning Wales, 9 Coopers Yard, Curran Road, Cardiff, CF10 5NB.

Name:		National Ins. No.:	
Address:			
Post Code:		Phone No.:	

* Please attach tickets for any parking or bus / train fares claimed.

Pay Rate: £16.32 per hour (£13.91 plus £2.41 holiday pay)

Date	Time		Hours	Mileage (Please deduct 15 miles each way)	Parking/ Tickets*	Course / Learners
	From	To				
TOTALS						

Part-Time Tutor Signature: **Date:**

N.B. Income Tax is due from all payments made and will be deducted unless a P46 form has been completed indicating otherwise. Please contact the Cardiff Office on 029 20235277 if you require a P46 form.

Dates from 1st to last day of current month only to be claimed on each form. Claim forms should be returned by 4th of each month for authorisation.

For Finance Office Use:		For Office Use:	Date received:
Payroll No.: SAGE 38/39		AOC ALW authorisation:	
		Date of authorisation:	