

Access to Work Claims Checklist

Support Worker Claims

To claim money from your grant, you will need to provide invoices or receipts that includes the following:

- Support Worker's full name
- Unique Tax Reference (UTR) number
- Support worker's address, phone number, and email address
- A full breakdown of support provided, including:
 - Dates of support
 - Hours Worked
 - Amount claimed per session
 - Description of the support provided
- Bank details for the person or company who will receive the money
- Total amount claimed

Access to Work Claims Checklist

Travel Claims

To claim money from your grant, you will need to provide invoices or receipts that includes the following:

- Name and address of the taxi company
- Date and time of the journey
- Full pick-up address including postcode
- Full drop-off address including postcode
- Overall cost of the journey
- Driver's signature or details if an Uber, Bolt, or similar

Note: a clear photo or a scan of a taxi receipt, minicab card, or London taxi card will be accepted, but it must have the following details:

- Date and time
- The drop-off postcode
- Cost of the journey
- Driver's signature, name, and company logo.