

Headteachers' expenses

The forms and guidance on this page are for headteachers only.

Other school staff should look for guidance on and claim through [iTrent self service](#).

An EGfL user account is required to view the forms below. No user account yet? Please use the [registration form](#) on this site.

[Expenses claim form](#) (excel)

The expenses claim form is to be completed electronically, printed, authorised and submitted to payroll.

Headteachers expenses/car mileage claim

A school business manager must [enter a claim for expenses on behalf of the headteachers](#) (pdf)

[Staff expenses payment guidance](#) (pdf)

View information on the process for claiming expenses.

Car mileage

[Car mileage claim form](#) (excel)

The car mileage claim form is to be completed electronically, printed, authorised and submitted to payroll.

[Car mileage rates of pay 2013](#) (pdf)

The revised rates of pay.

[Car mileage VAT receipts](#) (pdf)

Staff claiming car mileage must include a VAT receipt for fuel purchased. Claims without VAT receipts will not be paid and will be returned.

Cycle mileage

[Cycle mileage claim form](#) (excel)

To be sent to payroll after certification.

Related services

[HRSSC administration 2025/26](#)

[HRSSC payroll 2025/26](#)

[HR advice and consultancy 2025/26](#)

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- [Yes](#)
- [Neutral](#)
- [No](#)

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