**FOLLOW-ON CLAIM FOR LATE NIGHT TAXI ALLOWANCE**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above named employee is required to regularly work after 11pm and will need to use the services of a taxi in order to get home after work.

In the financial year 20\_\_ to 20\_\_, the individual will be required to work \_\_\_\_\_\_\_ (*insert number of sessions*) sessions from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*start date*) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*end date*)

*(delete as appropriate)*

a) In the previous financial year 20\_\_ to 20\_\_, , the individual worked all the allocated planned sessions

b) In the previous financial year 20\_\_ to 20\_\_, , the individual did not work all the allocated planned sessions and a reduction of \_\_\_ sessions should be made from the next allowance in the month one payment

c) In the previous financial year 20\_\_ to 20\_\_, the individual worked more than the allocated planned sessions and an increase of \_\_\_\_\_\_\_ sessions should be made to the next allowance in the month one payment

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Line Manager)

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel Ext: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_