

CLAIM FOR TRAVELLING & SUBSISTENCE ALLOWANCES

APPENDIX A

Name	MyFirstName MyLastname			Make, CC of vehicle	Kia Ceed 1.4L		
Designation/Grade	Physio	Personal No	7882882	Registration Number	KK09 DD		
Home Address	HP6 6BJ			PCT LEASE CAR	YES / NO		
				Base	HP6 6BJ	Distance from Home	

Date	Duty	Details of journey, course, subsistence or other expenses ²	Number of miles		Official Passengers		Fares ¹ R = Rail B = Bus T = Taxi P = Parking Costs			Amount of Subsistence ¹		Other (eg:course fees ¹)	
			Code	Miles	No	Miles	Code	£	P	£	P	£	P
Mon, 01 Nov 2010		HP6 6BJ - HP11 - HP66BJ	R		1	34	P	1	20				
Tue, 02 Nov 2010		HP6 6BJ - HP11 - HP66BJ	R		1	34	P	1	20				
Wed, 03 Nov 2010		HP6 6BJ - HP11 - HP66BJ	R		1	34	P	1	20				
Thu, 04 Nov 2010		HP6 6BJ - HP11 - HP66BJ	R		1	34	P	1	20				
Fri, 05 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Sat, 06 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Sun, 07 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Mon, 08 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Tue, 09 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Wed, 10 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Thu, 11 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Fri, 12 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Sat, 13 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				

1. Any claim for fares, subsistence or "other" must be supported by tickets, receipts etc

2. Mileage Key: P= Public Transport Rate / S = Standard Rate / L = Lease Car Rate / R = Regular User Rate

3. All Course, Conference or other Training mileage should be entered at Public Transport Rate (except for Lease Car Users).

4. All mileage for journeys in excess of 50 miles each way (100 return) must be entered at Public Transport Rate (except for Lease Car Users)

Date	Duty	Details of journey, course, subsistence or other expenses ²	Number of miles		Official Passengers		Fares ¹ R = Rail B = Bus T = Taxi P = Parking Costs			Amount of Subsistence ¹		Other (eg:course fees ¹)	
			Code	Miles	No	Miles	Code	£	P	£	P	£	P
Sun, 14 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Mon, 15 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Tue, 16 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Wed, 17 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Thu, 18 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
Fri, 19 Nov 2010		HP6 6BJ - HP7 9AP - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ - HP6 6BJ	P	3.2	1	35	P	1	20				
		TOTALS		48.0		661		22	80				

I certify that the Insurance Policy in respect of my vehicle provides cover while it is being used on official business for Full Third Party Insurance, including cover against risk of injury to, or death of passengers and damage to personal property and that the policy is now in force and covers journeys claimed, and declare that:

- The travelling expenses claimed were actually and necessarily incurred whilst engaged on the duty stated
- The subsistence allowances claimed are properly due in respect of the periods of absence from home and headquarters stated, and (a) have spent more on meals than if I had been at my permanent base and (b) have incurred expenditure on an additional meal where an allowance is claimed for a period of more than 8 hours
- No claim in respect of the above has been made on any other Authority
- Car Mileage Allowance at a rate exceeding the public transport rate is claimed where a public service was not available or was not suitable

Signed

Date

I certify that to the best of my knowledge and belief, the claimant was engaged on the service or business stated on the dates shown overleaf, and that where car allowance is claimed, travel by public service was inappropriate.

Authorised by

Date

Position

FOR FINANCE OFFICE USE ONLY					
DESCRIPTION	CODE	MILES	RATE	£	P
Regular User Miles					
Standard User Miles					
Lease Car Miles					
Passed by Finance	Initials / date				

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