

BUSINESS AND TRAINING JOURNEYS AND RELATED EXPENSES



Cambridgeshire
County Council

PLEASE USE A SEPARATE CLAIM FORM FOR EACH JOB, VEHICLE AND CLAIM PERIOD

SECTION A: To be completed by Claimant - All boxes MUST be completed in this section otherwise claims may be returned

Oracle Payroll Number: [REDACTED] Assignment No.: [REDACTED] Title: M R [REDACTED] Initials: R M Surname: LLOYD

Registration Number: [REDACTED] Type (Car, Motorcycle, Bicycle): Car C.C.: 2000 Make and Model: [REDACTED]

Vehicle Status (Please mark appropriate box): EMPLOYEE OWNED LEASED

Claim Period: FROM 19 / 6 / 2011 TO 18 / 7 / 2011

DECLARATION OF CLAIMANT: Please read carefully before signing this form. I certify that I hold a current driving licence for the class of vehicle identified on this claim form and a motor vehicle insurance policy which covers me for business use. I agree to maintain the vehicle stated on this claim form in a roadworthy condition and, where applicable, hold a current MOT certificate. I declare that the claim itemised overleaf is a correct record of journeys made on authorised Council business. I claim reimbursement of actual cost incurred for allowance for all eligible expenses when engaged on Council Business.

IMPORTANT RULE CHANGES: From 1st April 2006 the HM Revenue Customs require at least one VAT receipt for fuel purchased to be attached to each claim. This receipt MUST pre-date the first journey made. Please ensure that VAT receipts are attached to each claim.

Signature of Claimant: [REDACTED] Date Signed: 20/7/11

SECTION B: To be completed by Spending Department - Please ensure ALL details have been transferred from Section C

| Mileage Related Claims | Number of Passengers | Expenditure Code: Complete only if different from payroll default codes | | Number of Miles Claimed |
|------------------------------|----------------------|---|--|-------------------------|
| | | Cost Centre | Objective | |
| Business Mileage | | | | 141 |
| Business Mileage | | | The subjective codes are no longer held or can be changed by Employee Expenses | |
| Business Mileage | | | | |
| Training Mileage | | | | |
| Motorbike / Bicycle | | | | |
| TOTAL MILEAGE CLAIMED | | | | 141 |

| Allowances / Expenses Related Claims | Expenditure Code: Complete only if different from payroll default codes | | NET Total | V.A.T. | TOTAL |
|--|---|-----------|-----------|--------|-------|
| | Cost Centre | Objective | | | |
| Sandwich Allowance - Number 0 @ £ 3.07 | | | | | 0.00 |
| Received Subsistence - with VAT | | | | | |
| Received Subsistence - No VAT | | | | | |
| Parking | | | | | |
| Other - State Type | | | | | |
| Other - State Type | | | | | |
| TOTAL ALLOWANCES CLAIMED | | | | | |

Section B completed by: J MILNE (PRINT NAME) PIN Number: [REDACTED] Date Signed: 20/7/2011

Telephone Number: [REDACTED] Signature of Authorising Officer: [REDACTED]

