

BUSINESS AND TRAINING JOURNEYS AND RELATED EXPENSES



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 Suriname: 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 FROM 19 / 7 / 2011 TO 18 / 8 / 2011 Claim Period

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: 24.8.11

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	1			77
Business Mileage				60
Business Mileage				
Training Mileage				
Motorbike / Bicycle				
TOTAL MILEAGE CLAIMED				137

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					2.50
TOTAL ALLOWANCES CLAIMED					

Section B completed by (PRINT NAME): J MILNE Telephone Number: [Redacted]

CERTIFIED FOR PAYMENT AS CORRECT AND LAWFUL

Signature of Authorising Officer: [Redacted] PIN Number: [Redacted] Date Signed: 24/8/11

