

Completion of these boxes is mandatory

Weekly / Monthly Paid	Pay Overhaul	Grade Code	Pay Point	Pay Number (8 characters)
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Please refer to your current payslip

TRAVEL & ASSOCIATED EXPENSES CLAIM FORM
FOR AFC RULES 1ST JULY 2013



EMPLOYER _____
(PRIOR TO COMPLETION OF THIS FORM PLEASE REFER TO THE GUIDANCE NOTES. FORM MUST NOT BE COMPLETED BY LEASED CAR DRIVERS OR HM&D STAFF)

CLAIM FOR THE MONTH OF Sept/Oct 2015

ALL SHADED AREAS MUST BE COMPLETED OR CLAIM FORM MAY BE RETURNED AND PAYMENT DELAYED

EMPLOYEE DETAILS (Completion of these fields are mandatory. Please use BLOCK CAPITALS)

NAME (as per current payslip) Margaret McGuire

HOME ADDRESS _____

DESIGNATION Board Nurse Director

BASE _____

SINGLE DISTANCE FROM HOME TO PERMANENT WORKPLACE MILES _____

VEHICLE DETAILS (WHERE MILEAGE BEING CLAIMED)

CAR REGISTRATION NUMBER _____

ENGINE SIZE _____

FUEL TYPE _____

CO2 EMISSIONS LEVEL _____

MOT EXPIRY DATE _____

MAKE AND MODEL _____

EXCESS TRAVEL (See Guidance)

TEMPORARY / PERMANENT * CHANGE OF BASE _____

EXCESS RETURN MILEAGE / COST * FOR HOME TO BASE _____ (A)

NO OF DAYS / OCCASIONS TRAVELLED / CLAIMED _____ (B)

TOTAL MILES / COST * CLAIMED _____ (A x B)

CAR CHANGED SINCE LAST CLAIM? YES/ NO * _____ IF 'YES' PLEASE ATTACH A COPY OF YOUR INSURANCE POLICY _____ DATE OF CHANGE? / / _____

DATE	REASON FOR JOURNEY	JOURNEY START AT	JOURNEY END AT	OR DESCRIPTION OF CLAIM (5)	MILEAGE			EXPENSES				
					FULL JOURNEY MILEAGE (6)	CALL-OUT OVERTIME AND RESERVE RATE MILEAGE (7)	PASSENGER MILEAGE (8)	OFFICIAL USE ONLY (9)	TIME OF		DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED (12)	AMOUNT CLAIMED (13)
									DEPARTURE (10)	RETURN (11)		
22/09		JBR to Glasgow Caledonian University Rtn			6.6							
24/09		JBR to Dykebar to QEUH			17.2							
25/09		Home to Edinburgh - Rtn			51.8							
28/09		Home to Edinburgh - Rtn			51.8							
01/10		Home to QEUH to Bellahouston			38.4							
02/10		Home to Edinburgh - Rtn			51.8							
05/10		Base to Edinburgh- Rtn			51.8							
07/10		Home to Ayr Hospital rtn to QEUH			122							
08/10		Home to QEUH to Paisley			47.6			08-Oct	08-Oct	Car Park	£1.90	
09/10		Base to University of Glasgow			42.3							
14/10		Home to Albion St to Balmore St to Base			31.9			14-Oct	14-Oct	Car Park	£6.00	
15/10		Home to QEUH Rtn			58.6							
20/10		Base to Greenock Rtn			42.3							
21/10		Home to Edinburgh - Rtn			51.8							
27/10		JBR to Edinburgh Home			75							
28/10		JBR to Edinburgh rtn Home			98							
29/10		Home to QEUH Rtn			58.6							
30/10		Home to GRI Rtn			46.6							
TOTALS					0	1086.1	0					7.90