

Completion of these boxes is mandatory

Weekly / Monthly Paid	Pay Division	Grade Code	Pay Rate	Pay Number (8 characters)
W / M *				

Please refer to your current payslip

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



EMPLOYER [REDACTED]
(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 Jun-2014

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 [REDACTED]
 DESIGNATION Board Nurse Director
 BASE [REDACTED]
 SINGLE DISTANCE FROM HOME TO PERMANENT WORKPLACE MILES [REDACTED]

VEHICLE DETAILS (WHERE MILEAGE BEING CLAIMED)

CAR REGISTRATION NUMBER [REDACTED]
 ENGINE SIZE [REDACTED]
 FUEL TYPE [REDACTED]
 CO2 EMISSIONS LEVEL [REDACTED]
 MOT EXPIRY DATE [REDACTED]
 MAKE AND MODEL [REDACTED]

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 HOME	JOURNEY END AT HOME	DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM (5)	MILEAGE				TIME OF		DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED	AMOUNT CLAIMED £ (13)
					FULL JOURNEY MILEAGE (6)	CALL-OUT OVERTIME AND RESERVE RATE MILEAGE (7)	PASSENGER MILEAGE (8)	OFFICIAL USE ONLY (9)	DEPARTURE (10)	RETURN (11)		
01-Jun			Y	JB Russell House to Govan return H	31.8							
03-Jun				Falkirk to Edinburgh Return								
06-Jun				Falkirk to Edinburgh Return	52.5							
07-Jun				Home to City Chambers to Greenock return Home	97				07-Jun	07-Jun	Car parking	3.40
08-Jun				Falkirk to Edinburgh Return	52.5							
10-Jun				Home to Glasgow City Centre FNP Event	49.2							
13-Jun				JB Russell House to QEUH to Home	33							
14-Jun				Home to Strling University to JB Russell House	46.4							
15-Jun				Home to SECC	25.9							
16-Jun				Home to QEUH return Home	59.3							
17-Jun				Falkirk to Edinburgh Return	52.5							
22-Jun				Home to RCN Event SECC to QEUH to Home	58.8				22/06/2016	22-Jun	Car parking	8.00
27-Jun				JB Russell to West Dun return Home	55.2							
29-Jun				JB Russell to Sandyford return Home	27.6							
TOTALS					641.7	0	0					11.40

