Weekly / Monthly Paid	Pay Division	Group Code	Pay Point	Pay Number (8 characters)
Monthly	[redacted]			

Completion of these boxes is mandatory

Please refer to your current payslip

TRAVEL & ASSOCIATED EXPENSES CLAIM FORM

FOR AFC RULES 1ST JULY 2013

NHS SCOTLAND

EMPLOYER **NHS GREATER GLASGOW AND CLYDE**

(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)

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

CLAIM FOR THE MONTH OF ____________

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

NAME (as per current payslip): Alan Cowan

HOME ADDRESS: [redacted]

DESIGNATION: Non- Executive Board Member

BASE: [redacted]

SINGLE DISTANCE FROM HOME TO PERMANENT WORKPLACE MILES: [redacted]

VEHICLE DETAILS (WHERE MILEAGE BEING CLAIMED)

CAR REGISTRATION NUMBER [redacted]

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 [1]	REASON FOR JOURNEY [2]	JOURNEY START AT HOME (3)	JOURNEY END AT HOME (4)	DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM (5)	MILEAGE: FULL JOURNEY MILEAGE [6]	CALL-OUT OVERTIME AND RESERVE RATE MILEAGE [7]	PASSENGER MILEAGE [8]	OFFICIAL USE ONLY [9]	EXPENSES: TIME OF DEPARTURE [10]	TIME OF RETURN [11]	DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED [12]	AMOUNT CLAIMED £ p [13]
02 - Aug	B			Home - JB Russell House - Home	60							
04 - Aug	B			Fairlie - Glagvow Central - Fairlie (Return Rrain Journey)								13.50
04 - Aug	B			Glasgow - Queen Elizabeth University Hospital (Bus Journey)								1.90
04 - Aug	B			Queen Elizabeth University Hosptial 0 Paisley Rail Station (Bus Journey)								2.50
16 - Aug	B			Fairlie - Cardonald - Fairlie (Return Train Journey)								8.00
23 - Aug	B			Fairlie - Hyndland - Fairlie (Return Train Journey)								8.90
				TOTALS	60	0	0					34.80

[redacted]

Completion of these boxes is mandatory				
Weekly / Monthly Paid	Pay Division	Group Code	Pay Point	Pay Number (8 characters)
Monthly				
Please refer to your current payslip				

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

NHS SCOTLAND

EMPLOYER NHS GREATER GLASGOW AND CLYDE

(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)

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

CLAIM FOR THE MONTH OF Oct 16

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

NAME (as per current payslip): Alan Cowan

HOME ADDRESS: [redacted]

DESIGNATION: Non-Executive Board Member

BASE: [redacted]

SINGLE DISTANCE FROM HOME TO PERMANENT WORKPLACE MILES

VEHICLE DETAILS (WHERE MILEAGE BEING CLAIMED)

CAR REGISTRATION NUMBER: [redacted]

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 [1]	REASON FOR JOURNEY [2]	JOURNEY START AT HOME [3]	JOURNEY END AT HOME [4]	DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM [5]	MILEAGE: FULL JOURNEY MILEAGE [6]	MILEAGE: CALL-OUT OVERTIME AND RESERVE RATE MILEAGE [7]	MILEAGE: PASSENGER MILEAGE [8]	MILEAGE: OFFICIAL USE ONLY [9]	TIME OF: DEPARTURE [10]	TIME OF: RETURN [11]	EXPENSES: DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED [12]	EXPENSES: AMOUNT CLAIMED £ p [13]
20/9/16		✓	✓	FAIRLIE - EDINBURGH - FAIRLIE					0646	1830	RAIL FARE	22.65
- 11 -				HAYMARKET - MURRAYFIELD - HAYMARKET							TRAM	3.20
22/9/16		✓	✓	FAIRLIE - HYNDLAND - FAIRLIE							RAIL FARE	8.90
3/10/16		✓	✓	FAIRLIE - PAISLEY - FAIRLIE					1152	1730	RAIL FARE	4.95
3/10/16				PAISLEY STN - RAH PAISLEY & RETURN							BUS	2.85
4/10/16		✓	✓	FAIRLIE - HYNDLAND - FAIRLIE							RAIL FARE	8.90
11/10/16		✓	✓	LARGS - GLASGOW - LARGS							RAIL	9.25
11/10/16				SUBWAY - KELVINHALL - PPC INDUCTION							SUBWAY	1.60
11/10/16				BUS YORKHILL SITE - QEH (VISIT)							BUS	2.15
11/10/16				BUS QEH - CARDONALD (Canad RAIL)							BUS	1.20
18/10/16		✓	✓	LARGS - HYNDLAND - LARGS							RAIL	12.00
											TOTAL	77-65
				TOTALS	0	0	0					0.00