

Completion of these boxes is mandatory

Weekly / Monthly / Paid	Pay Number (8 characters)
Group / Code	Pay Point

Monthly

Please refer to your current payroll

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



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 - DEC 2017**

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

NAME: **SIMON CALE**

HOME ADDRESS: [REDACTED]

DESIGNATION: **Non-Executive Director**

BASE: **J.B. Russell House**

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 + B)

CAR CHANGED SINCE LAST CLAIM? YES/NO*

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	MILEAGE				TIME OF		EXPENSES		AMOUNT CLAIMED	
					FULL JOURNEY MILEAGE	CALL-OUT OVERTIME AND RESERVE RATE MILEAGE	PASSENGER MILEAGE	OFFICIAL USE ONLY	DEPARTURE	RETURN	DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED	£	p	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	
OCT														
23				Pre Agenda Inverchilde ISB	46									
30				Meeting C. office Inverchilde ISB	46									
26				Risk Group Glasgow ISB	6									
				Appeal Hearing Yorkhill	5									
NOV														
7				Inverchilde ISB	46									
8				Glasgow ISB	6									
9				Inverchilde. Health Centre Consultation	46									
14				Mtg G.F.O Glasgow ISB	6							Car Parking	5.50	
16				Inverchilde ISB - S.P. Group	234									
				- Golden Jubilee	16									
				- G.S. / Home	9									
17				Board Arrang Day	18									
22				Glasgow ISB - Finance/Avant	6							Car Parking	6.50	
30				Greenock - Visit Centre Ind. Living	46									
DEC														
6				Glasgow ISB Fin/Avant	6							Car Parking	6.50	
14				Greenock - ISB Visits	46									
20				ISB Openma/Greenock Orchard View	46									
TOTALS					423								18.50	0.00