	Complet	ion of th	ese boxes i	s mandatory
Westly / Monthly Paid	Pay Division	Group Code	Pay Point	Pay Number (8 characters)
Monthly				

TRAVEL, ASSOCIATED EXPENSES AND LEASED CAR CLAIM FORM

EMPLOYER GGHB

(PRIOR TO COMPLETION OF THIS FORM PLEASE REFER TO THE GUIDANCE NOTES.)



EMPLOYEE DETAILS	(Please use BLOCK CAPITALS)	VEHICLE / USER DETAILS	EXCESS TRAVEL
NAME	Jacqueline Forbes	USER TYPE	CHANGE OF BASE
(as per current paysip) HOME ADDRESS		ENGINE SIZE (cc) OF VEHICLE USED LEASED GARS ONLY	UNIT VALUE
		CAR REGISTRATION NUMBER ODOMETER END OF MONTH	EXCESS RETURN FOR HOME (A)
DESIGNATION	Non Executive Director	READING AT START OF MONTH	NO OF DAYS / OCCASIONS TRAVELLED / CLAIMED (B)
BASE		BUSINESS MILES PRIVATE MILES	TOTAL MILES / COST * CLAIMED (A x 8)

AR CHANG	ED SI	NCE LAST CLAIM?	IF 'YE	S' PLEASE AT	TACH A COL	PY OF YOUR	INSURANCE F	POLICY	DA	ATE OF CHANGE?	
		DETALS OF JOURNEY			MILEAGE					dynerices	
DATE	HEASON FOR JOURNEY	(INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAM	HOME TO PLACE VISITED/RETURN	BASE TO PLACE VISITED / RETURN		PUBLIC TRANSPORT MLEAGE	PASSENGER MLEAGE	TIME OF DEPARTURE	RETURN	DETALS OF SUBSISTENCE OR OTHER EXPENSES CLAMED	AMOUNT CLAMS £ [12]
6/04/2017	В	Glasgow IJB - Parking	141	124	loi .		161	19			£5.50
3/06/2017	В	Glasgow IJB - Seminar - Parking									£9.50
0/06/2017	В	Glasgow IJB -Seminar - Parking	FE I								£7.50
1/06/2017	В	Glasgow IJB - Parking									£7.50
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	/										
TOTALS											£30.00
					1			F8			

pletion of these boxes is mandatory TRAVEL, ASSOCIATED EXPENSES AND LEASED CAR CLAIM FORM Monthly **EMPLOYER GGHB** (PRIOR TO COMPLETION OF THIS FORM PLEASE REFER TO THE GUIDANCE NOTES.) CLAIM FOR THE MONTH OF July - December 2017. EMPLOYEE DETAILS (Please use BLOCK CAPITALS) VEHICLE / USER DETAILS **EXCESS TRAVEL Jacqueline Forbes** USER TYPE CHANGE OF BASE (as per current payslip) ENGINE SIZE (cc) OF VEHICLE USED HOME ADDRESS LEASED CARS ONLY CAR REGISTRATION NUMBER EXCESS RETURN FOR HOME ODOMETER READING AT END OF MONTH NO OF DAYS / OCCASIONS TRAVELLED / CLAIMED Non Executive Director START OF MONTH DESIGNATION BUSINESS MILES JB Russell House TOTAL MILES / COST . CLAIMED (A x E PRIVATE MILES CAR CHANGED SINCE LAST CLAIM? IF 'YES' PLEASE ATTACH A COPY OF YOUR INSURANCE POLICY DATE OF CHANGE? MILEAGE FOR JOURNEY EXPENSES DATE (INCLUDING NAMES OF PASSENGERS) BUSINESS MILEAGE TIME OF OR DESCRIPTION OF CLAIM DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED DEPARTURE RETURN £ 20/09/2017 В Glasgow IJB - Parking £10.00 25/10/2017 В Glasgow IJB - Development Session- Parking £10.00 08/11/2017 В Glasgow IJB - Parking £10.00 Glasgow IJB - Performance & Scrutiny Committee 12/12/2017 В - Parking £6.00

£36.00

TOTALS

Completion of these boxes is mandatory Please refer to your current payslip CLAIM FOR THE MONTH OF ___

TRAVEL, ASSOCIATED EXPENSES AND LEASED CAR CLAIM FORM

GGHB

EMPLOYER GGHB

(PRIOR TO COMPLETION OF THIS FORM PLEASE REFER TO THE GUIDANCE NOTES.)



NAME	Jacqueline Forbes	
(as per current payslip)		
HOME ADDRESS		
	Non Executive Director	

VEHICLE /	USER DETAILS	
USER TYPE		
ENGINE SIZE (cc) OF VEHICLE USED	
LEASED CAR CAR REGISTR	ATION NUMBER	
ODOMETER READING AT	END OF MONTH	
	START OF MONTH	
	BUSINESS MILES	
	PRIVATE MILES	

CHANGE OF BASE	
UNIT VALUE	
EXCESS RETURN FOR HOME TO BASE	 (A)
NO OF DAYS / OCCASIONS TRAVELLED / CLAIMED	(B)
TOTAL MILES / COST * CLAIMED	(A x B)

BASE						PRIVATE MILES			TOTAL	MILES / COST • CLAIMED	(A × B)
CAR CHANGED SINCE LAST CLAIM? IF 'YES' PLEASE ATTACH A COPY OF YOUR INSURANCE POLICY DATE OF CHANGE?											
DATE	REASON FOR JOURNEY	DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM	HOME TO PLACE VISITED/RETURN	BASE TO PLACE VISITED / RETURN	MILEAGE BUSINESS MILEAGE	PUBLIC TRANSPORT MILEAGE	PASSENGER MILEAGE	TIM DEPARTURE	E OF RETURN	EXPENSES DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED	AMOUNT CLAIMED E p
16/08/2017	[2] B	Glasgow IJB - Development Session Parking	140	151	J61	M	[8]	[9]	[10]	ניין	[12]
24/01/2018	В			_							£9.50
21/02/2018	В	Glasgow IJB - Parking Glasgow IJB - Performance and Scrutiny									£10.00
21/03/2018	В	Committee - Parking Glasgow IJB - Performance & Scrutiny Committee									£8.00
21/03/2018	В	- Parking									£10.00
-											
					-						
											
				-							
				de							
							-				
TOTALS											£37.50