

Completion of these boxes is mandatory

| | | | | |
|-----------------------|------------|------------|----------|----------------------------|
| Weekly / Monthly Paid | Pay Period | Group Code | Pay Date | Pay Number (if applicable) |
| Monthly | | | | |

Please refer to your current payslip

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)

CLAIM FOR THE MONTH OF _____

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): **SIMON ORR**

HOME ADDRESS: [REDACTED]

DESIGNATION: **NON EXECUTIVE DIRECTOR**

BASE: **TB 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 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 | JOURNEY END AT HOME | DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM | MILEAGE | | | | TIME OF | | DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED | AMOUNT CLAIMED | |
|---------------|--------------------|---------------|---------------------|--|----------------------|--|-------------------|--------------------|-----------|--------|--|----------------|------|
| | | | | | FULL JOURNEY MILEAGE | CALL-OUT OVERTIME AND RESERVE RATE MILEAGE | PASSENGER MILEAGE | OFFICIAL USE ONLY* | DEPARTURE | RETURN | | £ | p |
| | | | | | | | | | | | | | |
| 3 Sept | | | | Rail Travel to Edinburgh HIS Q1 Conference | | | | | 8:30 | 4:00 | Rail Tram | 16.30 3.00 | |
| 7 Sept | | | | Rail Travel to Edinburgh | | | | | 12:00 | 4:30 | Rail | 10.30 | |
| 14 Sept | | | | Mtg 153 (Glasgow) Child Office | | | | | 2:30 | 4:30 | Rail | 1.40 | |
| TOTALS | | | | | 0 | 0 | 0 | | | | | 31.26 | 0.00 |

