

Completion of these boxes is mandatory				
Weekly / Monthly / Part	File Designation	Group Code	File Name	File Number (8 characters)
Monthly				

Please refer to your current contract.

TRAVEL & ASSOCIATED EXPENSES CLAIM FORM

FOR AFC RULES 1ST JULY 2013

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 **Feb/Mar/May 2016**

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

NAME (As per current payroll): **Jennifer Armstrong**

HOME ADDRESS: [Redacted]

DESIGNATION: **Medical Director**

BASE: **JB Russell House**

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

VEHICLE DETAILS (WHERE MILEAGE BEING CLAIMED EXCESS TRAVEL (See Guidance))

CAR REGISTRATION NUMBER: [Redacted]

ENGINE SIZE: [Redacted]

FUEL TYPE: [Redacted]

CO2 EMISSIONS LEVEL: [Redacted]

MOT EXPIRY DATE: [Redacted]

MAKE AND MODEL: [Redacted]

TEMPORARY / PERMANENT * CHANGE OF BASE: [Redacted]

EXCESS RETURN MILEAGE / COST * FOR HOME TO BASE: [Redacted] (A)

NO OF DAYS / OCCASIONS TRAVELLED / CLAIMED: [Redacted] (B)

TOTAL MILES / COST * CLAIMED: [Redacted] (A)

CAR CHANGED SINCE LAST CLAIM? YES/NO *

IF YES PLEASE ATTACH A COPY OF YOUR INSURANCE POLICY

DATE OF CHANGE? / /

DATE	REASON FOR JOURNEY	START AT	JOURNEY TO	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	PASSENGER MILEAGE	OFFICIAL USE ONLY	DEPARTURE	RETURN	DETAILS OF SUBSTANCE OF OTHER EXPENSES CLAIMED	£	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
08.03.18	B	N	N	Glasgow - Edinburgh - Glasgow (Train Ticket)									24.00
21.03.18	B	N	N	Glasgow - Edinburgh - Glasgow (Train Ticket)									24.00
26.04.18	B	N	N	Glasgow - Edinburgh - Glasgow (Train Ticket)									24.00
08.05.18	B	N	N	Glasgow - Edinburgh - Glasgow (Train Ticket)									24.00
31.05.18	B	N	N	Glasgow - Edinburgh (Train Ticket)									13.00
TOTALS													109.00