

Completion of these boxes is mandatory				
Weekly / Monthly / Part	File Designation	Group Code	File Name	File Number (if applicable)
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		DETAILS OF SUBSTANCE OF OTHER EXPENSES CLAIMED	AMOUNT CLAIMED	
					FULL JOURNEY MILEAGE	CALL OUT OVERTIME AND RESERVE RATE	PASSENGER MILEAGE	OFFICIAL USE ONLY	DEPARTURE	RETURN		£	p
(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
<b>TOTALS</b>													<b>109.00</b>

Completion of these boxes is mandatory				
Weeks / Months Paid	Tax Class	Special Code	Tax Rate	Tax Number (8 characters)
Monthly				
Please refer to your current tax code				

**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 **August 2018**

**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**

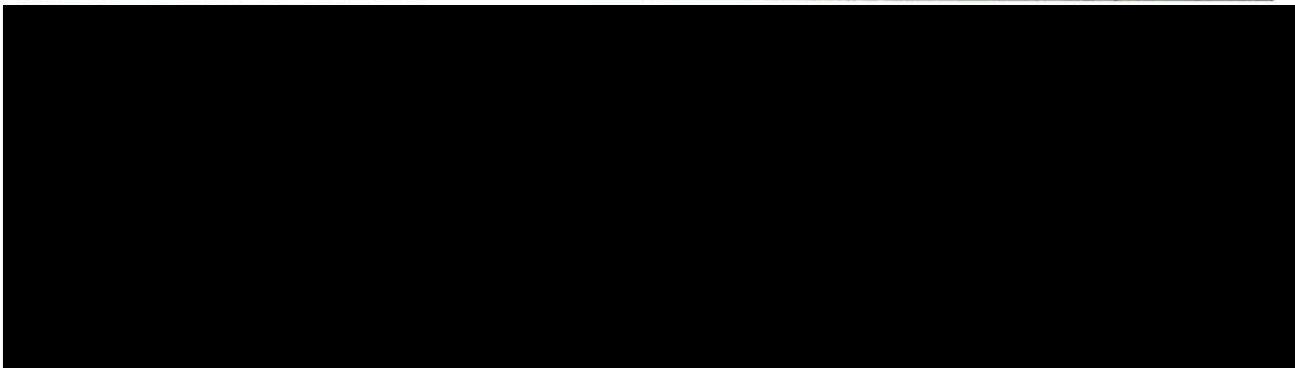
SINGLE DISTANCE FROM HOME TO PERMANENT WORKPLACE MILES [REDACTED]

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

CAR REGISTRATION NUMBER	[REDACTED]	TEMPORARY / PERMANENT * CHANGE OF BASE
ENGINE SIZE	[REDACTED]	EXCESS RETURN MILEAGE / COST ** FOR HOME TO BASE (A)
FUEL TYPE	[REDACTED]	NO OF DAYS / OCCASIONS TRAVELLED / CLAIMED (B)
CO2 EMISSIONS LEVEL	[REDACTED]	TOTAL MILES / COST * CLAIMED (A + B)
MOT EXPIRY DATE	[REDACTED]	
MAKE AND MODEL	[REDACTED]	

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 STARTED AT	JOURNEY ENDED AT	DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM	MILEAGE				TIME OF		EXPENSES		
					FULL JOURNEY MILEAGE	CALL-OUT OVERTIME AND RESERVE RATE	PASSENGER MILEAGE	OFFICIAL USE ONLY	DEPARTURE	RETURN	DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED	AMOUNT CLAIMED	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
22.08.18	B	N	N	Glasgow - Edinburgh - Glasgow (Train Ticket)									24.70
03.09.18	B	N	N	Glasgow - Edinburgh - Glasgow (Train Receipt, ticket not available)									24.70
<b>TOTALS</b>													49.40



Completion of these boxes is mandatory

Vehicle / Monthly Fuel	Fuel Class	Vehicle Code	Fuel Brand	Fuel Number (8 characters)
Please refer to your current vehicle				

**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&S STAFF)



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

CLAIM FOR THE MONTH OF **Sept/Oct 2018**

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

NAME (as per current payslip): **Jennifer Armstrong**

HOME ADDRESS: [Redacted]

DESIGNATION: **Medical Director**

BASE: **JB Russell House**

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

**VEHICLE DETAILS (WHERE NECESSARY) AND 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	END AT	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-OFF OVERTIME AND RESERVE RATE	PASSENGER MILEAGE	OFFICIAL USE ONLY	DEPARTURE		RETURN	£
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
10.09.18	B	N	N	Glasgow - Perth (Train Ticket)								31.50
03.10.18	B	N	N	Glasgow - Edinburgh (Train)								24.70
25.10.18	B	N	N	Edinburgh - (Train & Taxi)								22.00
30.10.18	B	N	N	Edinburgh - (Train & Taxi)								20.65
<b>TOTALS</b>												<b>98.85</b>

