

Completion of these boxes is mandatory

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

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

CLAIM FOR THE MONTH OF _____

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

NAME **JIM CLOCHERTY**
 (as per current payslip)

HOME ADDRESS _____

DESIGNATION _____

BASE _____

SINGLE DISTANCE FROM HOME TO PERMANENT WORKPLACE MILES _____

VEHICLE DETAILS (WHERE MILEAGE BEING CLAIMED)

CAR REGISTRATION NUMBER _____

ENGINE SIZE _____

FUEL TYPE _____

CO2 EMISSIONS LEVEL _____

MOT EXPIRY DATE _____

MAKE AND MODEL _____

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 AT	JOURNEY END AT	HOME	DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM (5)	MILEAGE				TIME OF		DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED (12)	AMOUNT CLAIMED	
						FULL JOURNEY MILEAGE (6)	CALL-OUT OVERTIME AND RESERVE RATE MILEAGE (7)	PASSENGER MILEAGE (8)	OFFICIAL USE ONLY (9)	DEPARTURE (10)	RETURN (11)		£	p
(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
26 - Jun					BOARD MEETING- William Quarrier Centre, Govan	42								
17 - Jul					Acute Services Committee - JB Russell House	42								
21 - Aug					BOARD MEETING- William Quarrier Centre, Govan	42								
04 - Sep					Board Seminar - JB Russell House	42								
18 - Sep					Acute Services Committee - JB Russell House	42								
16 - Oct					BOARD MEETING- William Quarrier Centre, Govan	42								
TOTALS						252	0	0					0.00	