

TRAVEL & ASSOCIATED EXPENSES CLAIM FORM
FOR AFC RULES 1ST JULY 2013



Completion of these boxes is mandatory				
City / Monthly Part	Pay Division	Group Code	Pay Point	Pay Number (8 characters)
Monthly				

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

DATE FOR THE MONTH OF

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

NAME: Alan Cowan
 CURRENT PAYSLIP: [REDACTED]
 ADDRESS: [REDACTED]
 OCCASION: Non-Executive Board Member
 HOME 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 + B)

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 POINT	JOURNEY END AT HOME	DETAILS OF JOURNEY (INCLUDING NAMES OF PASSENGERS) OR DESCRIPTION OF CLAIM (S)	MILEAGE				TIME OF		EXPENSES	
					FULL JOURNEY MILEAGE (1)	CALL-OUT OVERTIME AND RESERVE RATE MILEAGE (2)	PASSENGER MILEAGE (3)	OFFICIAL USE ONLY (4)	DEPARTURE (10)	RETURN (11)	DETAILS OF SUBSISTENCE OR OTHER EXPENSES CLAIMED (12)	AMOUNT CLAIMED £ (13)
15/18				GOVERNANCE EVENT - GOLDEN JUBILEE TRAIN LARGS - DALMUIR								12.00
15/18				Inverclyde IJB MEETING GREENOCK LARGS - GREENOCK 17mils x 2	34							
16/18				PPC MEETING - LMC COWCADDGUS TRAIN LARGS GLASGOW (RTN) Subway LARG								12.00 £3.20
16/18				Clinical Care & Gov COMMITTEE TRAIN LARGS - HYNDSLAND (RTN)								£6.45
16/18				Pre Agenda Meeting - JBR House Public Health Committee (Vice Chair) TRAIN: LARGS - HYNDSLAND (RTN)								£9.45
16/18				IJB Inverclyde Board Meeting 17 mls x 2	34							
16/18				BOARD MEETING TRAIN LARGS - CARDONALD (RTN)								£12.00
16/18				STAFF HEALTH STRATEGY GOVERNANCE GROUP MEETING TRAIN FARRIE - HYNDSLAND (RTN)								£6.20
TOTALS					0	0	0					0.00