

																Total																			
																TOTALS BROUGHT FORWARD																			
																Grand Total																			

TO BE COMPLETED BY CLAIMANT

I DECLARE THAT

- (1) Subsistence allowance for 5-8 hours is claimed on the dates marked with * in column 2 because I necessarily spent more on meals than if I had been at my permanent station
- (2) Subsistence allowance is claimed for a period of more than eight hours on the dates marked with † in column 2, because I necessarily incurred expenditure on an additional meal.

(3) the travelling expenses and subsistence allowance claimed are in accordance with existing regulations and are in respect of expenses actually and necessarily incurred whilst engaged on the business stated.

(4) the insurance policy in respect of my motor vehicles detailed overleaf provides cover, while the vehicle is used on official business, for full third party insurance, including cover against risk of injury to or death of passengers and damage to property, and that the policy is now in force and covers the journeys made.

Signature..... Date.....

FOR FINANCE DEPT. USE

MILEAGE ALLOWANCE £ p

.....miles @ A mile

.....miles @ A mile

.....miles @ A mile

.....

.....

.....

TOTAL £

TO BE COMPLETED BY CERTIFYING OFFICER

I CERTIFY that

to the best of my knowledge and belief, the claimant was engaged on the service of business stated on the date(s) shown above and overleaf. Signature.....

N.B. See* Overleaf delete as applicable

Position

Date.....