

Activity:	
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Name:	
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Date	Description of expense	Nominal code (Office use only)	Mileage (Vehicle use)	Amount
TOTAL CLAIM				

In claiming the above, I confirm that the information supplied is correct and that the travelling and out of pocket expenses shown have been actually and necessarily incurred in connection with my attendance at the event(s).

Signed:	
Date:	

Approved:	
Date:	

EXPENSE CLAIM FORM

Notes for guidance

- You will be reimbursed for the cost of any travel and expenses which you actually, reasonably and necessarily incur up to the limits set out below. These claims are settled from public funds and an individual's travel and expenses claims should always be justifiable to the Commissioner, Parliament and the public.
- All claims for reimbursement of travelling expenses **must** be accompanied by valid receipts (scanned versions are acceptable).
- Mileage claims are cross-referenced to various online route planners.
- The Commissioner encourages the use of public transport wherever possible. Public transport should generally be Standard Class. However, First Class rail travel may be used with the approval of the Corporate Services Team. The cost of First Class rail travel must not exceed the cost of the journey were it made by car.
- If you claim Motor Mileage or Motor Cycle Mileage, you must ensure that you are insured for business travel.

Activity	Brief description of activity which led to expenses
Name	The name of the person claiming the expenses
Date	The date each expense was incurred
Description of expense	
Journey	Identify from and where to and whether single or return. Identify mode of transport and reasons for using that method.
Accommodation	Provide details of overnight accommodation
Nominal code	For office use only
Mileage	Enter total mileage for that part of the journey
Amount	Enter amount claimed for that individual item
Total claim	Enter total amount claimed

Travel and expenses rates (including VAT)	
Overnight rate (London)	Up to £175 per night
Overnight rate (Elsewhere)	Up to £150 per night
The overnight rate covers the cost of dinner, accommodation and breakfast, supported by appropriate receipts. Alcohol will not be reimbursed.	
Staying with friends	£25 per night
Mileage allowances	
Motor car	45p per mile <i>for first 10,100 miles and 25p per mile thereafter</i>
Motor cycle	24p per mile
Pedal cycle	20p per mile
Bridge tolls and parking	At cost

PAYMENT METHOD: Expenses will be reimbursed electronically. If this is your first claim, please provide the following:

Account Name:		Account No:		Sort-code:	
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If you have any queries about your expense claim, please contact the Corporate Services Team on 0131 347 3890. Please return this form to: **Ethical Standards Commissioner, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE** or business@ethicalstandards.org.uk