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| 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).

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| Signed: | |
| Date: | |

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|-----------|--|
| 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 expenses **must** be accompanied by valid receipts (scanned versions are acceptable) and claimed within 3 months of expenditure.
- Mileage claims should be for the shortest possible route and 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 Head of Corporate Services. The cost of First Class rail travel must not exceed the cost of the journey were it made by car.
- If car hire is required for longer journeys which cannot, or are impractical to make by public transport, approval is required in advance from a member of the senior management team.
- If you claim Motor Mileage or Motor Cycle Mileage, you must ensure that you are insured for business travel.
- Miscellaneous expenses – business telephone costs must be claimed with a copy of the bill highlighting the call charges incurred. Postage should be accompanied by a post office receipt.

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| Activity | Brief description of activity which led to expenses | Travel and expenses rates (including VAT) | |
| Name | The name of the person claiming the expenses | Overnight rate (London) | Up to £205 per night |
| Date | The date each expense was incurred | Overnight rate (Elsewhere) | Up to £175 per night |
| Description of expense | | The overnight rate covers the cost of dinner, accommodation and breakfast, supported by appropriate receipts. Alcohol will not be reimbursed. | |
| Journey | Identify from and where to and whether single or return. Identify mode of transport and reasons for using that method. | Staying with friends | £25 per night |
| Accommodation | Provide details of overnight accommodation | Mileage allowances | |
| Miscellaneous | Provide details of business telephone costs, postage, stationery or other miscellaneous expenses claimed. | Motor car | 45p per mile <i>for first 10,100 miles and 25p per mile thereafter</i> |
| Nominal code | For office use only | Motor cycle | 24p per mile |
| Mileage | Enter total mileage for that part of the journey | Pedal cycle | 20p per mile |
| Amount | Enter amount claimed for that individual item | Bridge tolls and parking | At cost |
| Total claim | Enter total amount claimed | | |

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

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|---------------|--|-------------|--|------------|--|
| Account Name: | | Account No: | | Sort-code: | |
|---------------|--|-------------|--|------------|--|

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