

Official Sensitive

Travel & Subsistence Claim Form for Non-Employees –

Please note bank details must be provided below as we can no longer make a payment by cheque



Is this your first claim? Yes No (see note 3 overleaf if no claim made for 12 months or more)

Please complete in BLOCK CAPITALS

Surname

Forename

Home Address:

Post code

e-mail address

Personnel No / National Insurance no.

Car Registration No.

Bank details

Sort Code

Account number

If this is the first claim in respect of this vehicle, please complete:

Date of change

Permanent change:

Temporary change:

Please note that the Cost Centre grid below must be completed

Date	Destination & Nature of Business (inc. names of passengers & description of expenses)	Time		Code (see coding table overleaf)	Cost Centre or Internal Order	Statistical Internal Order (NOT GL Code)	Expenses Only		Number of Miles
		From	To				£	p	
Totals brought forward from continuation sheet:									
Totals									

Claimant

I confirm that: I have read the conditions accompanying this form.
 The vehicle is maintained in a safe and roadworthy condition.
 I currently hold the appropriate motor insurance to drive the above vehicle for the purpose for which I am claiming.
 I hold a full, current driving license to drive the above vehicle.
 I do not have a medical condition that affects my fitness to drive under the licence.
 I will ensure VAT receipts relating to this claim are retained for 4 years and made available for inspection on request.

Name (print) Signature Date

Authorising Officer

The above claim is reasonable and is approved for payment and the cost centre has been entered.

Name (Please Print)

Signature

Phone number

Date

For Office Use Only

TRIP No.

Instructions for claiming and certification of travel & subsistence claim for non-employees



1. All claimants are required to submit their claim forms on a monthly basis (i.e. one claim per month).
2. It is the claimant's responsibility to ensure the claim form is completed clearly and concisely and that the journeys listed overleaf have been genuinely undertaken, that the mileages claimed are correct and expenses have actually been incurred in the course of duty. Proper completion of this form will enable prompt payment to be made. Incorrect/incomplete forms will be returned.
3. Payment will be made direct to your bank account. **If a claim has not been made for a period of 12 months or more please ensure bank details are included.** If you change your bank account please ensure updated information is provided.
4. All claims must be authorised. **Cost centre must be included.** Claims not authorised cannot be paid and will be returned.
5. All mileage must be rounded to the nearest whole mile. The most practical direct route should be travelled.
6. Please note a separate claim form must be submitted for: (a) each vehicle in the event that more than one vehicle has been used during the claiming month; (b) each type of work where authorising managers are different.
7. VAT receipts relating to this claim must be retained for 4 years and made available for inspection on request. *This enables the County Council to recover the VAT element, therefore reducing the cost.*
8. **Insurance**

Claimants must ensure that the 'limitation as to use' within their motor vehicle insurance is sufficient for the purpose for which they are claiming. Any business travel above and beyond a journey between home and an employee's normal centre of duty will require personal business use insurance to be maintained. Non-employed claimants seeking reimbursement for travel undertaken on a voluntary basis should ensure that their insurers are aware of such activities and that the motor insurance cover is sufficient.

Key codes to be used when claiming travel and subsistence

Key code	Mileage Rate	Travel Description	Key code	Subsistence Description
B	20p	Bicycle (Claim for miles. This replaces the daily rate)	FARE	Fares (rail, bus, ferry etc)
F	45p	Foster Carers	PARK	Parking
G	12p	Governors		
H	12p	Non Employees		
I	45p	Governors Training		
PT	13p	Passenger Transport		
V	45p	Volunteers		
M	24p	Motorbike		