

Official - sensitive

Travel & subsistence claim form for employees



Is this your first claim? Yes No

Please complete in BLOCK CAPITALS

Surname

Forename

Directorate

Position

Centre of duty

Personnel/employee no.

Car registration no.

CC rating

Date of claim 2 0

e.g. April 2011 = 042011 M M Y Y Y Y

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

Exact CC rating

Date of change

Permanent change:

Temporary change:

Please note that the cost centre column below only needs completing if the expenditure code to be used is not the default code (the default code is the usual code for your service)

Date	Destination & nature of business (inc. names of passengers & description of expenses)	Time		Code (see code table overleaf)	Cost centre or internal order	Statistical internal order (NOT GL code)	Meals		Other expenses		Miles
		From	To				£	p	£	p	
Totals brought forward from continuation sheet:											
Totals											

Claimant

In submitting a claim for travel and subsistence, I confirm that I have read and comply with the rules and conditions of the travel scheme (updated 2017).

Name (please print)

Signature Date

Authorising officer

The above claim is reasonable and is approved for payment

Name (please print)

Signature

Date

For office use only

TRIP no.

Instructions for the claiming and certification of travel & subsistence claim for employees



1. All claimants are required to submit their claim forms on a monthly basis (i.e. one claim per month). Claims are paid with monthly salary. Claims should be made within 13 weeks of the journey being undertaken. Late claims should be submitted with a covering memo of explanation from the authorising manager.
2. It is the claimant's responsibility to ensure the claim form is completed clearly (showing all locations visited) 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. Audit checks will be periodically undertaken. It is a disciplinary offence to submit inaccurate or fraudulent claims.
3. All claims must be authorised. Claims not authorised cannot be paid and will be returned.
4. All mileage must be rounded to the nearest whole mile. The most practical direct route should be travelled. A personal record of mileage undertaken, time, date and location visited, should be maintained by employees for a period of 4 years and made available for inspection as requested for audit or tax purposes.
5. Where a duty is performed on the way from an employee's home to their administrative centre (or vice versa) the mileage claimable will be limited to the lesser of the mileage actually travelled or the return mileage between the administrative centre and the place at which the duty was carried out. This is classified as business mileage.
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 travelling post in the event of an employee holding more than one, or changes post part way through the month.
7. ALL receipts for fuel and other expenses must be retained by the claimant for a period of 4 years and must be available for inspection on request. *This enables the County Council to recover the VAT element, therefore reducing the cost.*
8. Normally home to duty mileage will not be paid for by the County Council (except in 5 above). However where an employee is required to return to their centre of duty outside of their normal working hours in an emergency, mileage can be claimed at an employee's normal mileage rate subject to prior approval of the line manager and should be claimed using Keycode HD.
9. Excess travel (Home to Duty mileage) following permanent redeployment is only payable on a time limited basis in approved cases and should be claimed as LGX mileage (Keycode X).
10. Claims should be made within 3 months of journeys being undertaken.
11. Travel by rail or air or overnight stays should be arranged by using Inntel System. (Advisory but not compulsory for schools)
12. Planned journeys of 100 miles or more should be undertaken using a hired car, except where a subsidised lease car is used. (Advisory but not compulsory for schools)
13. Claims for reimbursement of meals or overnight accommodation will be subject to the maximum limits (This excludes foreign travel).
14. Employees should consider where journey is necessary, that it is cost effective and whether transport could be shared.
15. Full help and guidance can be found on Insite.
16. **TUPE ONLY** - The Dorset Travel Scheme applies to all employees of the county council except for those aspects which are not in accordance with particular contract arrangements for individual employees arising from their transfer to the Council under TUPE (transfer of undertaking protection of earnings) regulations. Employees under TUPE will need to claim using Code E for Essential and C for casual. For claims other than normal business miles please use the codes in this table above.
17. **Insurance**

Authorised Travelling Officers (Using their own private vehicles)

All authorised travelling officers must maintain comprehensive motor insurance on their vehicles. More importantly, the limitation as to the use of the vehicle under the Policy must include cover for use by the officer on the business of the Council, as his/her employee (as distinct from personal business). This is particularly important in cases where the travelling officer is not the policy holder, but a named driver, as business use may have been extended to the policyholder only

NB: Any use of a vehicle on the business of Dorset County Council is subject to the Council's Driving at Work policy, which is accessible from Insite.

Code	Subsistence/expenses description
SBRK	Breakfast
SLNC	Lunch
SDIN	Dinner
HTL	Hotel
FARE	Fares
FT	Fares Taxable (Appendix E)
PARK	Parking
POST	Postage
QTBR	Training Books/Equipment
QTCP	Training Parking Fees Reimbursement
QTFR	Training Fares
QTER	Training Fees
QTMR	Training Meals Reimbursement
Code	Travel Description
D	New Authorised
L	Lease
T	Training
X	LGX
HD	Home to duty
HD	Parents Evening
M	Motorbike
QTM	Training Miles
B	Bicycle (Claim the number of miles. This replaces the daily rate of 35 pence)