



## 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 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>B</b>  | 20p          | Bicycle (Claim for miles. This replaces the daily rate) | <b>PARK</b> | Parking                 |
| <b>F</b>  | 45p          | Foster Carers   | <b>BUS</b>  | Bus Fares               |
| <b>G</b>  | 12p          | Governors   | <b>RAIL</b> | Train Fares             |
| <b>H</b>  | 12p          | Non Employees   | <b>AIR</b>  | Air Fares               |
| <b>I</b>  | 45p          | Governors training                                      | <b>TAXI</b> | Taxi Fares              |
| <b>PT</b> | 13p          | Passenger Transport                                     |             |                         |
| <b>V</b>  | 45p          | Volunteers  |             |                         |
| <b>M</b>  | 24p          | Motorbike   |             |                         |