



Scottish Information  
Commissioner

|                           |                                    |
|---------------------------|------------------------------------|
| <b>EXPENSE CLAIM FORM</b> | <b>FORENAME(S)</b> Margaret Isobel |
|                           | <b>SURNAME</b> Keyse               |

#### SECTION A: TRAVEL EXPENSES - MILEAGE / TOLL / PARKING

| Date of journey | Reason for journey, start point, places visited, end point | Mileage incurred | Cost per mile (see | Value Mileage Claimed | Bridge Tolls | Parking     | Total Travel Expenses |
|-----------------|--|------------------|--------------------|-----------------------|--------------|-------------|-----------------------|
| 25/04/2017      | Travelling to Glasgow for Anderson Stathern training       |                  | 0.45               | 0.00                  |              | 8.70        | 8.70                  |
|                 |  |                  | 0.45               | 0.00                  |              |             | 0.00                  |
|                 |  |                  | 0.45               | 0.00                  |              |             | 0.00                  |
|                 |  |                  | 0.45               | 0.00                  |              |             | 0.00                  |
|                 |  |                  | 0.45               | 0.00                  |              |             | 0.00                  |
|                 |  |                  | 0.45               | 0.00                  |              |             | 0.00                  |
|                 | Claim for a passenger:                                     |                  | 0.05               | 0.00                  |              |             | 0.00                  |
|                 | <b>TOTAL</b>   | <b>0</b>         |                    | <b>0.00</b>           | <b>0.00</b>  | <b>8.70</b> | <b>8.70</b>           |

#### SECTION B: OTHER TRAVEL / OVERNIGHT EXPENSES / MEALS / REFRESHMENTS

| Date of Expenses | Detail / Reason for Expenses  | Rail        | Taxi or public transport | Accommodation | Meals / Soft Drinks | Alcohol with meal | Total Overnight / Meals |
|------------------|---|-------------|--------------------------|---------------|---------------------|-------------------|-------------------------|
| 26/04/2017       | Taxi from Haymarket Railway Station to Quartermile in Edinburgh (MK, EM and LC) |             | 7.30                     |               |                     |                   | 7.30                    |
|                  |   |             |                          |               |                     |                   | 0.00                    |
|                  |   |             |                          |               |                     |                   | 0.00                    |
|                  |   |             |                          |               |                     |                   | 0.00                    |
|                  |   |             |                          |               |                     |                   | 0.00                    |
|                  |   |             |                          |               |                     |                   | 0.00                    |
|                  |   |             |                          |               |                     |                   | 0.00                    |
|                  | <b>TOTAL</b>  | <b>0.00</b> | <b>7.30</b>              | <b>0.00</b>   | <b>0.00</b>         | <b>0.00</b>       | <b>7.30</b>             |

