

Scottish Information  
Commissioner

<b>EXPENSE CLAIM FORM</b>	<b>FORENAME(S)</b> Sarah
	<b>SURNAME</b> Hutchison

**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
			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
			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>0.00</b>	<b>0.00</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
22/03/2017	Bus - St Andrews/Leuchars (return) - Digital conference		5.30				5.30
22/03/2017	Refreshments (2 staff) - Digital conference				8.35		8.35
22/03/2017	Taxi - Dynamic Earth - train station (2 staff) - Digital conference		6.40				6.40
22/03/2017	Train ticket upgrade from off peak to peak	3.30					3.30
							0.00
							0.00
							0.00
	<b>TOTAL</b>	<b>3.30</b>	<b>11.70</b>	<b>0.00</b>	<b>8.35</b>	<b>0.00</b>	<b>23.35</b>

**SECTION C: OTHER BUSINESS EXPENSES**

Date of Expenses	Detail / Reason for Expenses						Total Other
							0.00
							0.00
							0.00
							0.00
	<b>TOTAL</b>	0.00	0.00	0.00	0.00	0.00	0.00

**SECTION D: CLAIM TOTAL****TOTAL VALUE OF CLAIM****23.35****SECTION E: DECLARATION (TO BE SIGNED BY CLAIMANT)**

I declare that I have incurred the expenses claimed and have made no other claim in relation to the expenses listed above. I confirm that these expenses were wholly, actually and necessarily incurred on behalf of the Office of the Scottish Information Commissioners' business and that the expenses claimed comply with the Travel and Expenses guidance, as set out in the staff handbook and in Allowances Notices, and that any alcohol being claimed was taken with a meal as part of an overnight stay. I have provided a written reason for any missing receipts and am aware that under current Inland Revenue rules I will be taxed on reimbursements made in respect of alcohol and unreceipted expenditure (except mileage, metered parking, bridge tolls and underground rail tickets. In claiming mileage allowance, I confirm my motor insurance policy covers the use of my car whilst on company business.

A valid receipt is attached for each expense claimed

State Yes or No

If the answer is no, please give an explanation as to why in the box below

--

Signed

--

Date

--