

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
03/05/2017	Bus travel from Centre for FOI conference Dundee / St A		5.00				5.00
22/05/2017	Taxi Queen St to Records Management Conference		4.60				4.60
16/06/2017	Lunch: Queensland Information Commissioner +1 (three staff paid for own lunches)				22.35		22.35
							0.00
							0.00
							0.00
							0.00
	<b>TOTAL</b>	<b>0.00</b>	<b>9.60</b>	<b>0.00</b>	<b>22.35</b>	<b>0.00</b>	<b>31.95</b>





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	<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
26/07/2017	Manchester ICIC planning meetings		0.45	0.00		2.00	2.00
			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>2.00</b>	<b>2.00</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
29/06/2017	Centre for FOI meeting		5.00				5.00
26/07/2017	Manchester ICIC planning meetings		3.50		20.00		23.50
27/07/2017	Manchester ICIC planning meetings		8.70		3.98		12.68
							0.00
							0.00
							0.00
							0.00
	<b>TOTAL</b>	<b>0.00</b>	<b>17.20</b>	<b>0.00</b>	<b>23.98</b>	<b>0.00</b>	<b>41.18</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****43.18****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

**Yes**

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

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**Signed****Date****30/07/2017**