

<b>EXPENSE CLAIM FORM</b>	<b>FORENAME(S)</b> Helen
	<b>SURNAME</b> Gardner-Swift



Scottish Information  
Commissioner

#### 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
19/09/2017	Dinner - 6 members of staff and DF attending ICIC (Manchester)				74.95	30.30	105.25
20/09/2017	Dinner - HGS and LC				12.38		12.38
							0.00
							0.00
							0.00
							0.00
							0.00
	<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>87.33</b>	<b>30.30</b>	<b>117.63</b>

**SECTION C: OTHER BUSINESS EXPENSES**

Date of Expenses	Detail / Reason for Expenses						Total Other
19/09/2017	Taxi - Manchester Picadilly to Premier Inn		6.00				6.00
20/09/2017	Taxi - Hilton Hotel to Manchester Picadilly		6.00				6.00
20/09/2017	Taxi - Edinburgh Waverley to Carlton Terrace (2215 hrs)		8.00				8.00
							0.00
	<b>TOTAL</b>	<b>0.00</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>

**SECTION D: CLAIM TOTAL**

**TOTAL VALUE OF CLAIM**

<b>137.63</b>
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<b>Signed</b>	
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<b>Date</b>	<b>04/10/2017</b>
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