

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
			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
13/09/2017	Bus from Haymarket to SNH Silvan House (Advisory Group Meeting)		1.60				1.60
13/09/2017	As above - bus back to Haymarket		1.60				1.60
19/09/2017	Taxi from home to Dundee Railway Station (travelling to Manchester for ICIC)		4.40				4.40
19/09/2017	ICIC: taxi from Manchester Picadilly to hotel		6.70				6.70
21/09/2017	ICIC: taxi from hotel to Manchester Picadilly		6.00				6.00
21/09/2017	Dinner (got home shortly before 22:00)		13.47				13.47
	<b>TOTAL</b>	<b>0.00</b>	<b>33.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.77</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**

<b>33.77</b>
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<b>Signed</b>	
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<b>Date</b>	26/09/2017
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<b>EXPENSE CLAIM FORM</b>	<b>FORENAME(S)</b> Margaret Isobel
	<b>SURNAME</b> Keyse



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#### 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
03/08/2017	NHS Practitioners' Group, Glasgow - parking at Dundee railway station		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
03/08/2017	NHS Practitioners' Group, Glasgow - taxi from Queen Street station to event		6.20				6.20
03/08/2017	As above - taxi from event to Queen Street Station		5.80				5.80
							0.00
							0.00
							0.00
							0.00
							0.00
	<b>TOTAL</b>	<b>0.00</b>	<b>12.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12.00</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**

20.70
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<b>Signed</b>	
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<b>Date</b>	07-Sep-17
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