

| | |
|---------------------------|--------------------------|
| EXPENSE CLAIM FORM | FORENAME(S) Sarah |
| | SURNAME Hutchison |



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 |
|-----------------|--|------------------|--------------------|-----------------------|--------------|--------------|-----------------------|
| 06/09/2017 | St Andrews - Dundee (return) - SMT Planning Meeting | 25 | 0.45 | 11.25 | | 5.60 | 16.85 |
| 07/09/2017 | St Andrews - Perth (return) - P&K Sports Council | 70 | 0.45 | 31.50 | | 0.40 | 31.90 |
| 09/09/2017 | St Andrews - Anstruther (return) - Symposium by the Sea | 19 | 0.45 | 8.55 | | | 8.55 |
| 13/09/2017 | St Andrews - Leuchars (return) - Advisory Group meeting | 13 | 0.45 | 5.85 | | 1.00 | 6.85 |
| 19/09/2017 | St Andrews - Leuchars - ICIC 2017 | 6 | 0.45 | 2.70 | | 3.00 | 5.70 |
| 21/09/2017 | Leuchars - St Andrews - ICIC 2017 | 6 | 0.45 | 2.70 | | | 2.70 |
| | | | 0.45 | 0.00 | | | 0.00 |
| | Claim for a passenger: | | 0.05 | 0.00 | | | 0.00 |
| TOTAL | | 139 | | 62.55 | 0.00 | 10.00 | 72.55 |

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 | Travel Haymarket to Advisory Group (return) | | 3.20 | | | | 3.20 |
| 19/09/2017 | Taxi (4 staff) and refreshments (2 staff) ICIC 2017 | | 6.10 | | 4.70 | | 10.80 |
| 21/09/2017 | Refreshments travelling from ICIC 2017 | | | | 5.97 | | 5.97 |
| | | | | | | | 0.00 |
| | | | | | | | 0.00 |
| | | | | | | | 0.00 |
| | | | | | | | 0.00 |
| TOTAL | | 0.00 | 9.30 | 0.00 | 10.67 | 0.00 | 19.97 |

SECTION C: OTHER BUSINESS EXPENSES

| Date of Expenses | Detail / Reason for Expenses | | | | | | Total Other |
|------------------|------------------------------|------|------|------|------|------|-------------|
| | | | | | | | 0.00 |
| | | | | | | | 0.00 |
| | | | | | | | 0.00 |
| | | | | | | | 0.00 |
| | TOTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

SECTION D: CLAIM TOTAL

TOTAL VALUE OF CLAIM

| |
|--------------|
| 92.52 |
|--------------|

| | |
|---------------|--|
| Signed | |
|---------------|--|

| | |
|-------------|------------|
| Date | 28/09/2017 |
|-------------|------------|