EXPENSE CLAIM FORM

	FORENAME(S)	Helen
	SURNAME	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**
			0.45	0.00			**0.00**
	Claim for a passenger:		0.05	0.00			**0.00**
	TOTAL	**0**		**0.00**	**0.00**	**0.00**	**0.00**

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
22/02/2018	Meeting at CAS offices, Edinburgh - taxi South Gyle station to offices		taxi				**15.00**
22/02/2018	Meeting at CAS offices, Edinburgh - taxi offices to South Gyle station		taxi				**12.00**
							0.00
							0.00
							0.00
							0.00
							0.00
	TOTAL	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**27.00**

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 **27.00**