

<b>EXPENSE CLAIM FORM</b>	<b>FORENAME(S)</b> Sarah
	<b>SURNAME</b> 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
06/12/2017	St Andrews / Leuchars (return) - Holyrood Conference	10	0.45	4.50		1.00	5.50
19/12/2017	St Andrews / Leuchars (return) - Meeting Scottish Govt	10	0.45	4.50			4.50
17/01/2018	St Andrews / Glenrothes (return) - Advisory Group	41	0.45	18.45			18.45
31/01/2018	St Andrews / Leuchars - Roadshow	5	0.45	2.25			2.25
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
	Claim for a passenger:	41	0.05	2.05			2.05
	<b>TOTAL</b>	<b>107</b>		<b>31.75</b>	<b>0.00</b>	<b>1.00</b>	<b>32.75</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
19/12/2017	Meeting Scottish Government	17.30					17.30
31/01/2018	Roadshow - evening meal				14.95	6.45	21.40
							0.00
							0.00
							0.00
							0.00
							0.00
	<b>TOTAL</b>	<b>17.30</b>	<b>0.00</b>	<b>0.00</b>	<b>14.95</b>	<b>6.45</b>	<b>38.70</b>

**SECTION C: OTHER BUSINESS EXPENSES**

Date of Expenses	Detail / Reason for Expenses						Total Other
05/12/2017	Stationery for Holyrood Conference masterclass						9.99
							0.00
							0.00
							0.00
	<b>TOTAL</b>	0.00	0.00	0.00	0.00	0.00	9.99

**SECTION D: CLAIM TOTAL****TOTAL VALUE OF CLAIM****81.44**