

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
05/03/2018	Office to Leuchars (return) Scottish Public Info Forum	10	0.45	4.50		1.00	5.50
22/03/2018	Office to Leuchars (return) PAPLS Committee	10	0.45	4.50		1.00	5.50
23/03/2018	Office to Dundee (return) SMT Away Day	25	0.45	11.25			11.25
			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	45		20.25	0.00	2.00	22.25

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
26/02/2018	Travel to SMT Away Day (Dundee)		9.00				9.00
05/03/2018	Travel to Scottish Public Information Forum meeting		29.20				29.20
							0.00
							0.00
							0.00
							0.00
							0.00
	TOTAL	0.00	38.20	0.00	0.00	0.00	38.20

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

60.45
