

Travel and Expenses Claim Form (Parliament Staff) TEC (PS)

- Expenses claims will only be reimbursed when supported by the appropriate receipts. Where a receipt is not submitted the claimant should provide a written reason why the receipt is not available. **IN ACCORDANCE WITH CURRENT INLAND REVENUE RULES ALL UNRECEIPTED REIMBURSEMENTS ARE TAXABLE**(except mileage, metered parking, bridge tolls and underground rail)
- Payments will be made automatically by BACS to bank/building society account to which your salary is paid
- Claim forms must be authorised by your line manager
- Completed claim forms should be sent to the Allowances Office
- Please contact the Allowances Office if you require any additional information or help with the completion of your claim

Section A: Personal Details

Title	First Name	Surname	Pay No Ref
Mr	Daren	Fitzhenry	
Cost Centre	Official Telephone No	Official Address	
P16255	01334-464610	Scottish Information Commissioner Kinburn Castle Doubledykes Road St Andrews KY16 9DS	
Project No			

Section B: Travel Details

Date Expense Incurred	Please enter reason for journey, your departure point and places visited	Mileage Incurred	Parking & Bridge Tolls	Car Hire or Public t/port	Account Code
			£	£	
02/02/2019	Scottish Federation of Housing Associations conference, speaker Hilton Westerwood, Cumbernauld	108			SP
21/03/2019	Glasgow and West of Scotland Forum of Housing Associations meeting, speaker Govanhill HA, Glasgow	76			SP
22/03/2019	Chartered Institute of Public Finance and Accountancy conference, speaker Fairmont St Andrews	8			SP
25/03/2019	Scottish Public Information Forum meeting Inverclyde Community Hub, Greenock	120			SP
					SP
					SP
					SP
					SP
					SP
					SP
					SP
					SP
					SP

Total Travel Expenses:

312	£0.00	£0.00
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Section C: Overnight Expenses/Meals and Refreshments

Date Expense Incurred	Please enter a description of and a reason for the expense incurred	Accom Costs £	Meals and soft drinks £	Alcohol with Meal £	Account Code
08/03/2019	Evening meal Overnight stay, travel to South Africa, ICIC2019 conference		£14.45		SP
					SP
					SP
					SP
					SP
					SP
					SP

Total overnight/meal expenses: £14.45

Section D: Other Business Expenses

Date Expense Incurred	Description of Business Expense	Cost of Business Expense £	Account Code
08/03/2019	Purchase of Scotland flag For use at ICIC2019 conference, South Africa	7.99	SP
			SP
			SP

Total Business Expenses 7.99

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Section E: Claim Totals

Total number of miles claimed:	<input type="text" value="312"/>	Car = £0.45 per mile; P/bike = £0.20 per mile
Total value of mileage claimed (Section B)	<input type="text" value="£140.40"/>	Total number of miles claimed multiplied by mode of transport listed above
Total value of other Travel Expenses (Section B):	<input type="text" value="£0.00"/>	
Total value of Overnight/Meal expense (Section C):	<input type="text" value="£14.45"/>	
Total value other Business Expenses (Section D):	<input type="text" value="£7.99"/>	
Total value of whole claim	<input type="text" value="£162.84"/>	

Section F: Declaration (to be signed by claimant)

I declare that I have incurred the expenses claimed and have made no other claim in relation to the expenses listed above. I confirm that these expenses were wholly, actually and necessarily incurred on Parliamentary business and that the expenses claimed comply with the Travel and Expenses guidance, as set out in the staff handbook and in Allowance Notices, and that any alcohol being claimed was taken with a meal as part of an overnight stay. I have provided a written reason for any missing receipts and I am aware that under current Inland Revenue rules I will be taxed on reimbursements made in respect of alcohol and unreceipted expenditure (except mileage, metered parking, bridge tolls and underground rail tickets)

Signed

Date 27/03/19

Section G: Authorisation (to be authorised by Line Manager)

A valid receipt is attached for each expense claimed

YES/NO*

Delete as appropriate

If the above answer is no, please attach the explanation and initial the box to authorise

I confirm that to the best of my knowledge and belief the facts given in this claim are correct and that the expenses were wholly, exclusively and necessarily incurred while undertaking official business and that all of the expenses claimed comply with the Travel and Expenses guidance.

Signed

Printed Name

Date

Grade