

FALKIRK COUNCIL CLAIM FOR TRAVEL & EXPENSES

PY-TRAV-2018-MULT

Name: Employee Number: Claim for Month Ended:

Home Address: Workplace /BASE: Vehicle Registration No.

Post ID: Job Title: Service: User Type:

Date	Time From	Time To	Details of Journey Show Start and End Point of Journey with Places Visited (you can enter HOME or BASE if the journey started or ended there)	Reason for Journey e.g. Site Visit / Client Visit / Meeting	(1) Home to Base / Base to Home (TAXABLE)		(2) Business Miles (NON TAXABLE)		(3) SUBSISTENCE		(4) OTHER EXPENSES	
					Miles	Fares	Miles	Fares	Amount Excl. VAT	VAT Amount	Amount Claimed	VAT Amount
TOTALS CLAIMED FOR THIS PAGE												
TOTALS CLAIMED FROM CONTINUATION SHEET												
GRAND TOTALS CLAIMED FOR THIS FORM												

To be completed by the Employee / Claimant
I certify that:

- (a) the mileage and expenses claimed have been actually and necessarily incurred in the performance of my work;
- (b) I have not claimed these mileages and expenses previously
- (c) I hold a valid driving license, MOT and insurance policy that indemnifies the Council against Third Party claims arising from the use of my vehicle on Council business.

Employee Signature:
Date Signed:

To be completed by Director, Head of Service or Authorised Signatory

I certify that the above claim is accurate in all; respects and hereby authorise payment.

Signed: Date:

Name: Designation:

Authorisation Code:

For Payroll Use (Initials)
Input By: Authorisation Checked:

Privacy Statement

The Council processes your information in accordance with data protection legislation
 We use this information to make payments of expenses to you and keep it as long as it remains current or until 7 years after you leave the Council's employment
 You can find details here - www.falkirk.gov.uk/privacy

**FALKIRK COUNCIL
CLAIM FOR TRAVEL & EXPENSES
CONTINUATION SHEET**

Name:

Employee Number:

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TOTALS CLAIMED - CONTINUATION SHEET												