

## NON STAFF GENERAL EXPENSES CLAIM FORM – PART A

### IMMDS Review

<b>MEETING DATE:</b>		<b>TOTAL (£)</b>
<b>REASON FOR CLAIM:</b>		
<b>PUBLIC TRANSPORT*</b>	MODE	
	FARES PAID	£
<b>CAR MILEAGE RATE (45p per mile)</b>	NO. OF MILES	
		£
<b>MISC*</b> (Taxi, Tolls, Parking, Hotel etc)	ITEM	
	RECEIPTED COST	£
	AMOUNT CLAIMED	£
<b>GRAND TOTAL</b>		£

\* Copies of receipts **MUST** be provided in order to receive reimbursement.

#### CLAIMANT DECLARATION

I hereby request payment of this claim totalling £ \_\_\_\_\_

I declare that the expenses claimed were necessarily and correctly incurred. The claim is subject to verification and the resulting payment may differ.

Signed: \_\_\_\_\_

Please print name in full: \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure you complete your bank details in part B.

#### FOR INTERNAL USE ONLY – TO BE COMPLETED BY COST CENTRE APPROVING MANAGER

CERTIFICATION & CODING (NOTE: A Purchase Order is NOT required)

COST CENTRE: 26978

ACCOUNT CODE:

I am an approving manager for the above cost centre and satisfied that the claim is correct for payment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print full name: \_\_\_\_\_

\_\_\_\_\_

**TO BE COMPLETED IN CAPITAL LETTERS BY CLAIMANT – PART B**

**First name:**

**Surname:**

**Address (incl. postcode):**

**Telephone No:**

**E-mail Address:**

**Sort Code:**

**Account No:**

**Name as it appears on the above Account:**

**Name of Bank:**

***PLEASE SUBMIT BOTH PARTS OF THE COMPLETED FORM TO YOUR SPONSOR PREFERABLY IN PDF FORMAT***

**To be completed by sponsor:**

**Sponsor Name:**

**Address:**

Telephone No:

0113 2545857

E-mail Address:

geoff.delissen@dh.gsi.gov.uk

## RATES FOR CLAIMANTS

### Travel by public transport

- Rail and air tickets – standard class for rail and economy class for air. Scanned copies of tickets must be submitted.
- Taxis may be used for local journeys (less than five miles) copies of receipts must be submitted.

### Travel by private transport/mileage

- Car – 45p per mile
- Motorcycle – 24p per mile
- Cycle – 20p per mile
- Parking costs will be met (receipts required) although excess parking fees or fines will not be paid.

**Completed expense forms should be submitted asap to your sponsor preferably in PDF format.  
Please refer any queries to your sponsor.**