Claim details section

Travel and Subsistence Claim form

For use by all staff (except those in the NOMS business group) without access to iExpenses

Before completing this claim, please read the Employee's guidance

Details of claim							Travel								Subsistence		
Date	From		To		Item details/description/reason	Mode/class of travel	Calculation of travel costs						Amounts claimed		Amounts claimed		
1	2		3		4	5	6	7	8	9	10	11	12	13	14	15	16
	Time	Place	Time	Place	a. Reason for journey and official destination. b. If passenger supplement is claimed, name(s) of car passenger(s). c. Reasons for taking taxi, claiming parking expenses, claiming breakfast etc. (if applicable) d. Describe equipment transported.	If public transport, attach ticket and specify whether a rail warrant was used. (see guidance)	Actual mileage covered or public transport ticket costs (see guidance)	Mileage or public transport ticket costs between office and place visited	Number of Standard Mileage Rate miles	Number of Public Transport Mileage Rate miles	Number of Lease Car Mileage Rate miles	Mileage rate claimed (pence per mile)	For public transport, lesser of columns 6 or 7; for mileage, col 8, 9 or 10 multiplied by	Other expenses, e.g. taxis, parking, passenger supplement mileage, etc (see guidance)	Overnight subsistence (inc. agency booked hotel claims / lodging allowances)	Day subsistence	Other expenses (inc PIE not travel)
							For public transport claims, don't complete columns 8-10		(use only one column, and give the lessor of columns 6 or 7)								
16-Jun		**Office**		**Northampton**	**Two nights accommodation during**												
					inspection of HMYOI Wellingborough										**£10.00**	**£42.00**	
23-Jun		**Office**		**Glasgow**	**Two nights accommodation during**												
					inspection of Dungavel IRC										**£10.00**	**£29.50**	
07-Jul		**Office**		**Manchester**	**Two nights accommodation during**												
					inspection of HMP Forest Bank											**£18.47**	
14-Jul		**Home**		**Middlesbrough**	**One night with team during pre-**												
					inspection of HMP Holme House											**£21.00**	
20-Jul		**Office**		**Ofsted**	**Taxi to meeting with Ofsted**									**£11.00**			
					and return									**£10.00**			
21-Jul		**Office**		**Darlington**	**Two nights accommodation during**												
					inspection of HMP Holme House											**£42.00**	
					Taxi to Victoria due to tube problems									**£3.00**			
					Further return train tickets due to timing									**£61.00**			