Travel and Subsistence Claim form

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

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

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Deta	Details of claim To Hear details/description/reseas Made/aloes of troval							Travel Calculation of travel costs Amounts claimed							Subsistence		
Date 1	From 2		To 3		Item details/description/reason	Mode/class of travel	6	Calcula	ition of trav	el costs 9 10	Amounts claimed 11 12 13			Amounts of 14 15		laimed 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) For public trans	Mileage or public transport	Number of Standard Mileage Rate miles	Number of Public Lease Car Transport Mileage	Mileage rate claimed (pence	For public transport,	Other expenses, e.g. taxis, parking, passenger supplement mileage, etc (see guidance)	Overnight subsistence (inc. agency booked hotel claims / lodging	Day subsistence	Other expenses (inc PIE no travel)	
07/07/2010					Two nights during Forest Bank insp									£10.00			
14/07/2010					One night during Holme House pre-insp									£5.00			
21/07/2010					Two nights during Holme House insp									£10.00			
15/09/2010		Norwich station		Hotel	Two nights accommodation during								£11.00		£52.00		
17/09/2010		HMP Bure		Norwich station	inspection of HMP Bure								£16.00				
22/09/2010		Office		Llandudno	Two nights accommodation during										£52.00		
					inspection of North Wales police custody												
27/09/2010		Office		Bunhill Row	Taxi to meeting with CQC								£12.00				
					l		Total milea	age for this claim	n		Subtota	u	39.00	25.00	104.00		
					Cumulative mileage since 6	th April last, brought fo		-				A	В	С	D	E	
					·	Cumulative milea	ge carried forw	ard to next claim							l total (A+B)		
													Su	bsistence to	, ,		
															Total claim	168.0	
														G: Less adva			
												H: Net amou	unt claimed fro	m/due to the	departmen	168.0	
If you claim	the S	tandard Mileage	Rate, ha	ave no receipt for	r your hotel or other items claimed, have cla	aimed for more than th	e normal bed a	ind breakfast cei	iling for nig	ht subsistence and/or	are claiı	ming later thar	n one month af	ter incurring	your expens	ses (or	

If you claim the Standard Mileage Rate, have no receipt for your hotel or other items claimed, have claimed for more than the normal bed and breakfast ceiling for night subsistence and/or are claiming later than one month after incurring your expenses (or outside the time limit for your HR policy), enter your justification below: