

NILGOSC Account of Travelling and Subsistence Expenses

NAME:

CAR REGISTRATION:

CLAIM FOR
MONTH OF:

CAR ENGINE C.C.:

TYPE OF USER: Casual

MILEAGE RATE:

Date	Full Particulars of Journey	Miles Travelled	Mileage Cost	Subsistence	Fares	Car Parking	Sundries	TOTAL
TOTAL								

Claims should be submitted on a monthly basis. If there is insufficient room on the face of the form to provide the detail of each expense, an breakdown should be provided on the reverse of the form.

I declare that the expenses claimed have been actually and necessarily disbursed by me on behalf of the Committee and that the allowances claimed are in strict accordance with the scales approved.

Signature of Claimant: _____ Date: _____ Certified by: _____ Date: _____

SUMMARY OF RATES

Type of user	Max CC	Rate per mile
Casual	999	0.469
Casual	1199	0.522
Casual	3500	0.65
Essential	999	0.369
Essential	1199	0.409
Essential	3500	0.505

Breakfast Allowance £11.50

Payable when more than 4 hours away from Office or, if Committee permits, a lesser period before 11.00 am.

Lunch Allowance £13.50

Payable when more than 4 hours away from Office or, if Committee permits, a lesser period between 12 and 2pm.

Tea Allowance £4.70

Payable when more than 4 hours away from Office or, if Committee permits, a lesser period between 3 and 6pm.

Evening Meal Allowance £20.95

Payable when more than 4 hours away from Office or, if Committee permits, a lesser period ending after 7pm.

ADDITIONAL DETAILS OF CLAIM

In case of absence overnight the London rate is £122.45 and elsewhere £100.70