

Claim for travelling expenses and / or subsistence allowance

Please complete this claim form in block capitals in black or blue ink.
Attach the original copies of all supporting receipts and other documentation.
See the Expenses Policy for guidance on the amounts that can be claimed.

Send the completed form to: **Alistair Tait, Partnerships Officer**
FREEPOST, Fareham Borough Council, Civic Offices, Civic Way, Fareham,
PO16 7BR.

Claimant's name:

Address:
Post Code

Partnership name:

Nature of business:

Destination:

Departure date:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Time:

hrs / mins	am / pm
<input type="text"/> : <input type="text"/>	<input type="text"/>

Return date:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Time:

hrs / mins	am / pm
<input type="text"/> : <input type="text"/>	<input type="text"/>

Travelling expenses (private car)

Number of business miles claimed:

No.

 @

p

 per mile

£	p

Travelling expenses (standard class rail)

From:

 To:

£	p

From:

 To:

£	p

Subsistence allowances and other expenses incurred (give details)

	£	p

Total claim:

£	p

Claimant's signature:

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 Date:

day	month	year

For Office use only

Date approved by networkfareham Board:

day	month	year

Lead officer's signature:

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 Date:

day	month	year

Claim checked by:

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 Date:

day	month	year