

Board authorisation for travelling expenses and / or subsistence allowance

Qualifying claims for reasonable travelling and out-of-pocket expenses are payable to members of the networkfareham Board and thematic partnerships for attending meetings, seminars and workshops in pursuance of networkfareham's aims and objectives.

Requests to incur expenses must be made to the networkfareham Board **before** attending an event.

The networkfareham Board will consider each request on its merits.

Email the completed form to: johanna.hamilton@ports.nhs.uk

Claimant's name:

Enter the name of the person attending the event

Organisation:

Enter the name of the claimant's organisation, e.g. Hampshire PCT

Partnership represented:

Enter the name of the thematic partnership / Board being represented, e.g. Community Safety Partnership / networkfareham Board

Nature of business:

Enter details of the event being attended, e.g. CYP Standing Conference

Destination: Enter where the event is being held, e.g. Guildhall, Winchester

Departure date:

<small>Day</small>	<small>Month</small>	<small>Year</small>

 Time:

<small>hrs / mins</small>	<small>am / pm</small>
:	

Return date:

<small>Day</small>	<small>Month</small>	<small>Year</small>

 Time:

<small>hrs / mins</small>	<small>am / pm</small>
:	

Benefit to **networkfareham**: Describe the expected benefit to **networkfareham** from attending the event

Lead Officer's signature: Date:

<small>day</small>	<small>month</small>	<small>year</small>

For Office use only

Date of next **networkfareham** Board meeting:

<small>day</small>	<small>month</small>	<small>year</small>

Recommendation / Comments:

Joint Co-ordinator's signature: Date:

<small>day</small>	<small>month</small>	<small>year</small>