

PLEASE COMPLETE THE SHADED AREAS

Name:		Address: (not reqd if m/ship no. supplied)		Are your current bank details on file?	YES / NO
Role:				Bank Name: (if details not on file)	
M/ship No:				Sort Code: (if details not on file)	
Tel No:		Email address:		Account Number: (if details not on file)	

MILEAGE	Event and Date of Event	Postcode From	Postcode To	No. Miles	Rate	Passenger Names (excluding driver)	TOTAL

TRANSPORT	Event and Date of Event	From	To			
				Travel - Fares	Attach receipts	
				Travel - Fares	Attach receipts	
				Travel - Fares	Attach receipts	

OTHER	Event and Date of Event					
				Parking	Attach receipts	
				Postage	Attach receipts	
				Subsistence	Attach receipts	
				Other	Attach receipts	

CLAIM TOTAL	
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I declare this claim is accurate and these costs were incurred whilst supporting the activities of Girlguiding LaSER

Signed:

Date:

Authorised:

Date:

Payment reference number:

Date paid from Region Bank Account:

*Mileage Rates (pence per mile) for the first 10,000 miles	
Car	45p
Motorbike	24p
Push bike	20p
Add 5p to the rate for each additional passenger transported in your car	

THIS CLAIM SHOULD BE SUBMITTED TO THE EVENT ORGANISER, YOUR SUPERVISING VOLUNTEER/MANAGER/APPROVED BUDGET HOLDER FOR APPROVAL, NOT REGION OFFICE.

ALL CLAIMS SHOULD BE SUBMITTED WITHIN THREE MONTHS OF THE EVENT OTHERWISE PAYMENT WILL BE DECLINED (SPECIAL CASES MAY BE CONSIDERED BY THE FINANCE MANAGER)





TRAVELLING AND SUBSISTENCE ALLOWANCES STAFF AND VOLUNTEERS

TRAVEL ALLOWANCES

Travel should, where possible, be by public transport. However, when this is inappropriate due to time, carrying heavy loads etc. your car may be used.

The cost may be claimed in accordance with the following rates and **a receipt must accompany ALL claims**, (except for items less than £10, e.g. car parking receipt, small Oyster journeys).

TRAIN

Standard Class Fares (see note)

BUS/COACH

Fares paid

AIR

Permission must be obtained from the budget holder PRIOR to tickets being purchased.

TAXI

Taxi fares may be claimed for journeys e.g. to and from stations, **WHEN OTHER METHODS OF TRANSPORT ARE EITHER UNAVAILABLE OR INAPPROPRIATE**, that is, when time is of the essence, heavy loads are being carried or when security or foul weather considerations deem it necessary to take a taxi. If considering using a taxi, do try to travel with others.

PRIVATE CAR

A car should only be used if public transport is not available or if the use of a car is essential for any other reason e.g. travelling late at night, carrying heavy loads.

In these cases the mileage rate is 45p per mile for the first 10,000 miles per annum, thereafter 25p per mile

If the car is used solely because of individual preference, then either the mileage rate or standard rail fare, whichever is the lower, will be refunded.

NOTES

1. All expenses must be made on the LaSER expenses Claim Form and signed by the claimant.
2. All expenses claims from Advisers, Committee Members and Members of Staff must be submitted to the budget holder concerned, Region Manager or Chief Commissioner for checking as appropriate, authorisation and onward transmission to finance for payment.
3. Any claims which appear to be incorrect or unreasonable should be referred to the Region Manager or Chief Commissioner.
4. Claims for budget holders should be authorised by the Chief Commissioner or Treasurer. Chief Commissioner's expenses should be authorised by the Treasurer or Deputy Chief Commissioner.
5. Staff who are required to work during the evening or at weekend or away from their normal base will only be entitled to reimbursement for any ADDITIONAL travel costs incurred, approval having first been obtained from the Region manager.
6. Wherever practical, those travelling by train, should take advantage of discounted fares.
7. SUBSISTENCE for working away from base. Staying overnight - Up to £20 for dinner (this should not include alcohol); up to £5 for breakfast and up to £8 for lunch. When staying at a training centre or hotel where all meals are paid for, no additional subsistence will be paid. All these should include VAT and service charge and must be supported with receipts.

