

South East Region

## TRAVELLING AND SUBSISTENCE CLAIM FORM

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |  |
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| --- | --- | --- | --- | --- |
|  |  |  | Amount  £ | |
| Date | Meetings attended | Details of expenses |
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|  |  | Total claimed |  |  |
|  |  |

I claim reimbursement of the above expenses which were necessarily incurred by me on CIPFA South East business and are not being claimed from any other source.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signed: | Date |

# Please return this form, together with electronic receipts and vouchers to:

# [treasurer@cipfasoutheast.org.uk](mailto:treasurer@cipfasoutheast.org.uk)

# If you wish to be paid direct into your bank account, please complete the following information:

|  |  |
| --- | --- |
| Bank sort code |  |
| account number |  |

# Notes on Travelling and Subsistence Claims

CIPFA South East will reimburse expenses reasonably incurred on its business.

### Travel Costs Reclaimable

1. Rail Fares

Normal second class rail fares will be reimbursed. Please attach tickets.

2. Taxis

Actual fares. Please obtain a receipt where possible.

3. Car mileage

* Where the claimant is responsible for all the costs of the vehicle:

30p per mile

* Where the claimant is in receipt of a leased car or equivalent:

The actual rate payable by their employer

### Subsistence Expenses

Actual payment will be reimbursed subject to a receipt being obtained.

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| --- |
| **\*\*\* VAT \*\*\*** |
| VAT invoices should be obtained for all items of expenditure more than £100 in value. VAT receipts should be obtained for other items wherever possible. |