

Expenses claim form

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# General guidelines

* **Information asked for is required** - incomplete forms will be returned without payment.
* **Attach receipts**
* Claims should be made monthly. Claims for expenses incurred more than 3 months previously will only be paid in **exceptional circumstances**.
* Once authorised by manager, submit claims to HR Services on a monthly basis **by the third day of the month**.
* Training related expenditure should be listed in the training section specifically.
* Rail travel, hotels and flights should be arranged through our [online travel booking system](https://lutonbc.sharepoint.com/sites/procurement/SitePages/Online-travel-booking-system.aspx).
* For guidance about expense claims see:
	+ [travel and subsistence scheme](http://wwwtest.central.luton/Jobs_and_careers/youandwork/Lists/LutonDocuments/pay-allowances/travel-and-subsistence-scheme.pdf)
	+ [vehicle allowance scheme](http://wwwtest.central.luton/Jobs_and_careers/youandwork/Lists/LutonDocuments/pay-allowances/vehicle-allowance-scheme.pdf)
	+ [display screen equipment guide (eye tests)](http://wwwtest.central.luton/Jobs_and_careers/youandwork/Lists/LutonDocuments/pay-allowances/display-screen-equipment.pdf)

# What you can claim for with this form

You can claim just one or multiple types of expenses with this form. Make sure you complete the relevant section for each type of expense you’re claiming.

Tick each type of expense claim you’re making and click the link to go complete each section.

[ ]  [Travel (claim fuel)](#_Travel_(claim_fuel))
[ ]  [Travel (public transport)](#_Travel_(public_transport))
[ ]  [Travel (training only)](#_Travel_(training))
[ ]  [Eye test](#_Eye_test)
[ ]  [Glasses](#_Glasses)
[ ]  [Flu vaccination](#_Flu_vaccination)
[ ]  [Subsistence](#_Subsistence)
[ ]  [Miscellaneous](#_Miscellaneous) such as books, car parking, out of pocket and tolls

# Your details

**Each field under ‘your details’ must be completed, or the claim will be void.**

Name (as on payslip): Click to enter text

Post title: Click to enter text

Home address: Click to enter text

Postcode: Click to enter text

Payroll number (maximum 6 numbers)\*:

\* This can be found on your payslip or under the employment tab on iTrent self service.

# Claim details

## Travel (claim fuel – add extra rows where needed)

* Select your type of transport: Choose an item
* Car or motorbike engine capacity: Click to enter text
* Vehicle registration: Click to enter text

| Date | Departure time | Return time | From postcode | Topostcode | Reason for travel | Number of passengers exc driver | Receipts attached Y/N |
| --- | --- | --- | --- | --- | --- | --- | --- |
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* Total no of miles: Click to enter text
* Total claimed £: Click to enter amount

## Travel (public transport – add extra rows where needed)

| Date | Departure time | Return time | From postcode | Topostcode | Reason for travel | Fare | Receipts attached Y/N |
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* Total no of miles: Click to enter text
* Total claimed £: Click to enter amount

## Travel (training – add extra rows where needed)

* Select your type of transport: Choose an item
* Car or motorbike engine capacity: Click to enter text
* Vehicle registration: Click to enter text

| Date | Departure time | Return time | From postcode | Topostcode | Reason for travel | Number of passengers exc driver | No of miles | Receipts attached Y/N |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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* Total no of miles: Click to enter text
* Total claimed £: Click to enter amount

## Eye test

* Date of test: Click to enter date
* Cost £: Click to enter text
* Receipt attached: Choose an item

**Note:** £25 cap on eye test claims.

## Glasses

* Date of purchase: Click to enter date
* Cost £: Click or tap here to enter text
* Receipt attached: Choose an item

## Flu vaccination

* Date of vaccination: Click to enter date
* Cost £: Click to enter text
* Receipt attached: Choose an item

## Subsistence (food and drink – add extra rows where needed)

**1.** Date: Click to enter date Cost £: Click to enter text Receipt attached: Choose an item

**2.** Date: Click to enter date Cost £: Click to enter text Receipt attached: Choose an item

**3.** Date: Click to enter date Cost £: Click to enter text Receipt attached: Choose an item

**4.** Date: Click to enter date Cost £: Click to enter text Receipt attached: Choose an item

**5.** Date: Click to enter date Cost £: Click to enter text Receipt attached: Choose an item

**6.** Date: Click to enter date Cost £: Click to enter text Receipt attached: Choose an item

**7.** Date: Click to enter date Cost £: Click to enter text Receipt attached: Choose an item

Total subsistence claimed £: Click to enter amount

## Miscellaneous – add extra rows where needed

Miscellaneous covers all other expenses including but not limited to:

* books
* car parking
* out of pocket
* tolls (in ‘type of expense’ field, enter T-M6, T-Severn, T-Clifton, or T-Dartford)
* any other expenses

**1.** Date: Click to enter date Type of expense: Click to enter text Cost £: Click to enter text

Receipt attached: Choose an item

**2.** Date: Click to enter date Type of expense: Click to enter text Cost £: Click to enter text

Receipt attached: Choose an item

**3.** Date: Click to enter date Type of expense: Click to enter text Cost £: Click to enter text

Receipt attached: Choose an item

**4.** Date: Click to enter date Type of expense: Click to enter text Cost £: Click to enter text

Receipt attached: Choose an item

**5.** Date: Click to enter date Type of expense: Click to enter text Cost £: Click to enter text

Receipt attached: Choose an item

**6.** Date: Click to enter date Type of expense: Click to enter text Cost £: Click to enter text

Receipt attached: Choose an item

**7.** Date: Click to enter date Type of expense: Click to enter text Cost £: Click to enter text

Receipt attached: Choose an item

Total miscellaneous claimed £: Click to enter amount

# Declarations

## Claimant

I confirm that the details of these expenses are correct and that I was authorised to make these journeys and purchases for the purposes of carrying out the duties of the council.

If claiming for mileage I confirm that I have:

* an MOT certificate if the vehicle is over three years old
* have paid the appropriate amount of road tax
* business insurance
* valid driver’s licence

Signature\*: Click to enter your name

\* Typing your name in to this field is accepted as your signature.

Date: Click to enter date

## Manager

I certify that:

* the journeys and expenditure detailed above were all necessary and authorised for the purpose of carrying out official duties of the council
* I have seen evidence of business insurance and driving licence
* the mileage claimed is applicable to these journeys
* valid VAT petrol receipts are attached
* valid receipts for all other expenses are attached where required

Signature\*: Click to enter your name

\* Typing your name in to this field is accepted as your signature.

Date: Click to enter date

Once both declarations have been competed, email this claim form to HR Services.