

Activity:	
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Name:	
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Date	Description of expense	Nominal code (Office use only)	Mileage (Vehicle use)	Amount
TOTAL CLAIM				

In claiming the above, I confirm that the information supplied is correct and that the travelling and out of pocket expenses shown have been actually and necessarily incurred in connection with my attendance at the event(s).

Signed:	
Date:	

Approved:	
Date:	

EXPENSE CLAIM FORM

Notes for guidance

- You will be reimbursed for the cost of any travel and expenses which you actually, reasonably and necessarily incur up to the limits set out below. These claims are settled from public funds and an individual's travel and expenses claims should always be justifiable to the Commissioner, Parliament and the public.
- All claims for reimbursement of expenses **must** be accompanied by valid receipts (scanned versions are acceptable) and claimed within 3 months of expenditure.
- Mileage claims should be for the shortest possible route and are cross-referenced to various online route planners.
- The Commissioner encourages the use of public transport wherever possible. Public transport should generally be Standard Class. However, First Class rail travel may be used with the approval of the Head of Corporate Services. The cost of First Class rail travel must not exceed the cost of the journey were it made by car.
- If car hire is required for longer journeys which cannot, or are impractical to make by public transport, approval is required in advance from a member of the senior management team.
- If you claim Motor Mileage or Motor Cycle Mileage, you must ensure that you are insured for business travel.
- Miscellaneous expenses – business telephone costs must be claimed with a copy of the bill highlighting the call charges incurred. Postage should be accompanied by a post office receipt.

Activity	Brief description of activity which led to expenses	Travel and expenses rates (including VAT)	
Name	The name of the person claiming the expenses	Overnight rate (London)	Up to £250 per night
Date	The date each expense was incurred	Overnight rate (Elsewhere)	Up to £215 per night
Description of expense		The overnight rate covers the cost of dinner, accommodation and breakfast, supported by appropriate receipts. Alcohol will not be reimbursed.	
Journey	Identify from and where to and whether single or return. Identify mode of transport and reasons for using that method.	Staying with friends	£25 per night
Accommodation	Provide details of overnight accommodation	Mileage allowances	
Miscellaneous	Provide details of business telephone costs, postage, stationery or other miscellaneous expenses claimed.	Motor car	45p per mile <i>for first 10,000 miles and 25p per mile thereafter</i>
Nominal code	For office use only	Motor cycle	24p per mile
Mileage	Enter total mileage for that part of the journey	Pedal cycle	20p per mile
Amount	Enter amount claimed for that individual item	Bridge tolls and parking	At cost
Total claim	Enter total amount claimed		

PAYMENT METHOD: Expenses will be reimbursed electronically. If this is your first claim, please provide the following:

Account Name:		Account No:		Sort-code:	
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If you have any queries about your expense claim, please contact the Corporate Services Team on 0131 347 3890. Please return this form to: **Ethical Standards Commissioner, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE** or business@ethicalstandards.org.uk