

# Stakeholder / Representative Expenses Claim Form

Stakeholder / Representative's Name:

Summary of Claim for Month of:

Details:	Amount Claimed (£):
Subsistence.	
Car and Van Mileage.	
Motorcycle Mileage.	
Bicycle Mileage.	
Passenger Mileage.	
Other Travel.	
Other Expenses.	
<b>Total Claim (£).</b>	

## Declaration

I declare that:

- I have paid all the expenses claimed above and have attached all necessary receipts.
- I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.
- I do not hold any share in the property where Friends or Family allowance has been claimed.

**Claimant's Signature:**

**Date:**

**Office Use Only.**

Checked by:		Date:	
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**All claims must be authorised by the Chief Finance Officer.**

Signature:		Date:	
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# Notes for Guidance for Completion of Expenses Claim Form

This expenses claim form has been devised to take account of the requirements for publishing information in a standard format about stakeholder / representative's claims. This form will also provide the necessary information for HM Revenue and Customs and Internal and External Audit.

To assist in completion of the form your attention is drawn to the following points:

## 1. Journey Dates

Dates of travel for which expense item is being claimed should be entered.

## 2. Reason for Travel

Clearly indicate which meeting you have attended, or the relevant details of the approved duty undertaken. Approved duties should indicate – Integration Joint Board Meetings, duties in connection with Integration Joint Board functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other committee work and meetings with named Officers.

## 3. Location

As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

## 4. Accommodation

This column relates to claims for overnight. These must include the address of the accommodation and the name(s) of friends or family with whom you stayed and you must not hold a share in the property.

## 5. Subsistence

"Subsistence relates to overnight accommodation and meals. With the exception of friends and family, only receipted costs will be reimbursed to the prescribed maximum levels in accordance with Schedule 2 to the Local Government (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007 (SSI 2007/108 as amended).

The eligible maximum levels are:

- Breakfast £8; Lunch - £12; Tea - Nil; Dinner - £25;
- Overnight UK - £110; Overnight London - £131; Overnight Friends or Family - £25;
- Outwith UK - Actual receipts."

## 6. Passenger Miles

This calculation should be the number of miles travelled multiplied by the number of passengers e.g. 2 passengers x 30 miles = 60 passenger miles.

## 7. Other Travel Expenses

This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

## 8. Other Expenses

This column should be used for reimbursement of other receipted allowable expenditure.