Tremough Campus

UNIVERSITY OF EXETER

University College FALMOUTH
Incorporating Dartington College of Arts

MILEAGE & SUBSISTENCE ALLOWANCE CLAIM FORM

CERTIFIED CLAIMS MUST BE SUBMITTED MONTHLY BY THE 10TH OF THE FOLLOWING MONTH
Separate claim forms must be submitted for each of these categories.Please tick box to which this claim refers.

Payroll Reference (as on Payslip) | Month | Year | Vehicle Registration Number

Own Department	Staff Development	Marketing	Other

Initials and Surname:

Department:

DATE	TIME OF		ACTUAL MILEOMETER READING		MILEAGE CLAIMED		SUBSISTENCE ALLOWANCE (£)	OTHER EXPENSES (£)	OTHER TRAVEL (£)	PLEASE FILL IN FULL DETAILS: ROUTE, PLACES VISITED, NATURE OF BUSINESS, COURSE TITLES ETC.
	DEPARTURE	ARRIVAL HOME	START	FINISH	DUTY	TAXABLE				
TOTALS FOR MONTH OR CARRY FORWARD:										

I certify that the above journeys were undertaken by me and that the travelling expenses, subsistence allowances and other expenses as charged above were actually necessarily incurred, and that the recommended mileometer readings are shown.

Signed: .....

Items to be Completed by the Finance Office

DUTY MILES	TAX MILES	SUBSISTENCE ALLOWANCE	EXPENSES	OTHER TRAVEL

INPUT TOTALS	VAT	TOTAL
DUTY MILES ALLOWANCE		
TAXABLE MILES ALLOWANCE		
SUBSISTENCE & EXPENSES		
OTHER TRAVEL		

Totals and Relevant Details Checked by:	
Initials	Date

Claim approved: .....

Name (in Capitals): .....

Designation: .....

Date: .....

Finance Office, University College Falmouth, Woodlane, Falmouth, Cornwall, TR11 4RH / tel: 01326 213835 / fax: 01326 213867 / email: salaries@falmouth.ac.uk