

NOTES FOR COMPLETION of TRAVEL CLAIM FORMS

SECTION	DETAILS
<i>month ending</i>	Please print the month(s) to which the journeys and claims relate. NB: Travel/subsistence for ONE MONTH ONLY can be claimed on one form.
<i>personal details</i>	These must ALL be completed in full. The personal number is printed on your payslip and starts with either a '0' or '1'. It is not sufficient to use your CC number.
<i>journey details</i>	
<i>date</i>	This is the day on which you start the journey.
<i>start time</i>	<p>This is the time you started your journey. One of the three columns must be filled in:</p> <ul style="list-style-type: none"> * Home < 10: Enter the time of departure in this column if the journey you have made: <ul style="list-style-type: none"> • started at home AND • was the first official visit of the day AND • was not to your base AND • the place visited was LESS THAN 10 MILES FROM YOUR BASE. * Home > 10: Enter the time of departure in this column if the journey you have made: <ul style="list-style-type: none"> • started at home AND • was the first official visit of the day AND • was not to your base AND • the place visited was MORE THAN 10 MILES FROM YOUR BASE. * Office: Enter the time the journey started if it began from an office or your normal work base.
<i>1st place visited</i>	The first official visit of the journey (could be a centre, school etc). Please clearly enter the location.
<i>subsequent calls</i>	Visits made after the first call. Please enter the location.
<i>purpose of journey</i>	Short description so that the Authorising Officer can verify the journey.
<i>finish time</i>	<p>This is the time you finished your journey. One of the three columns must be filled in:</p> <ul style="list-style-type: none"> * Home < 10: Enter the time of arrival in this column at the end of the completed journey when you have: <ul style="list-style-type: none"> • arrived at home AND • this was the last journey of the day AND • it was not from your work base but from a visit AND • the last place visited was LESS THAN 10 MILES FROM YOUR BASE.

	<p>* Home > 10: Enter the time of departure in this column if the journey you have made:</p> <ul style="list-style-type: none"> • arrived at home AND • this was the last journey of the day AND • it was not from your work base but from a visit AND • the last place visited was MORE THAN 10 MILES FROM YOUR BASE. <p>* Office: Enter the time the journey ended if it finished at an office or your normal work base.</p>								
<i>mileage claimed</i>	<p>Refer to Table 1 to work out the miles you should claim and whether they should be entered in the 'Business' or 'Other' column.</p> <p>NB: Teachers returning to their school workbase in the evenings or at weekends can only claim a maximum of 20 miles which must be entered in the 'other' column.</p> <p>Area workers should assume that their home is also their work base. All miles travelled can be claimed as business miles, except for staff living out of county. Mileage out of County, up to the County border is taxable.</p> <p>TAKE EACH SECTION OF THE JOURNEY AS A SEPARATE LINE ON THE TABLE.</p>								
<i>mileage actual</i>	<p>Enter all the mileage travelled even if not claiming for all of them. This is important for Income Tax and National Insurance purposes.</p>								
<i>subsistence</i>	<p>The claims made for meals and overnight allowances. All meal allowances are dependent upon the start and end times of the journeys.</p> <p>Claims for reimbursement for lunches will only be paid in respect of that part of the receipted expenditure which is in excess of £2.50 per day. For example, if a receipt for spending on a meal costing £4.00 is provided, the employee's claim on that day should be for £1.50 and will be paid on that basis.</p> <p>The maximum reimbursement rates will be:</p> <table data-bbox="347 1541 986 1686"> <tr> <td>Breakfast</td> <td>£4.92</td> </tr> <tr> <td>Lunch</td> <td>£6.65 (less £2.50)</td> </tr> <tr> <td>Tea</td> <td>£2.62</td> </tr> <tr> <td>Evening Meal</td> <td>£8.22</td> </tr> </table> <p>Other than in exceptional circumstances, no more than 12 lunches should be claimed by an employee in any one month.</p> <p>To qualify for the reimbursement of lunch expenses, employees should normally be absent from their base or home (that is, at least three miles distant) for the whole of the period 12.00 noon to 2.00 pm as part of a continuous period of absence of at least three hours.</p> <p>When work is carried out beyond normal working hours and away from an employee's normal place of employment, expenditure on tea</p>	Breakfast	£4.92	Lunch	£6.65 (less £2.50)	Tea	£2.62	Evening Meal	£8.22
Breakfast	£4.92								
Lunch	£6.65 (less £2.50)								
Tea	£2.62								
Evening Meal	£8.22								

	<p>can be claimed if the work continues until at least 7.00 pm. Evening meal expenses will be payable if work continues until at least 8.30 pm. Tea and evening meal expenses will not be paid in respect of the same evening's work, except on Saturdays and Sundays.</p> <p>Employees who are required to make overnight stays in the performance of their official duties and/or are travelling to London, will be reimbursed approved expenses in accordance with the following local scheme.</p> <p>Per night £90.00 London per night (irrespective of grade) £120.00</p> <p>ALL EXPENSES CLAIMED MUST HAVE A RECEIPT ATTACHED, stapled at the back of the form, to the top right hand corner.</p> <p>This column is not to be used for reimbursement of such items as stationery, maps or postage stamps etc. It is only for staff travel expenses.</p>
<i>details</i>	Of both the subsistence and other reimbursement claims.
<i>Rates</i>	<p>Casual User Allowances (Paragraph 63.2 of handbook) 44.2p per mile <i>(wef April 2007)</i></p> <p>Essential User Allowances (status for 3,000 miles +, for the first 8.500 miles) 34.6p per mile <i>(wef April 2007)</i> (besides lump sum payment)</p> <p>Teachers 34.6p</p>
completion details	<p>Once all entries are made on the claim form, the mileage should be totalled on both sides and the GRAND TOTAL ENTERED ONTO THE FRONT OF THE SHEET. The same applies for subsistence and other payments.</p> <p>wef April 2006:- Please staple a VAT Receipt, for fuel purchased prior to travel, stapled to the back of the form on the top left hand corner.</p> <p>All receipts for Parking, Lunches etc to be stapled top right corner behind the travel form.</p>

The claim should be:

- Signed by the Claimant
- Approved and signed by the Authorising Officer
- Passed to the person responsible for its coding:-
Helen Whiteley, Premises and Planning,
Children and Young People's Services Directorate, Shirehall, Shrewsbury SY2 6ND

For further details on any of the above please contact 01743 254436.

TABLE 1: A GUIDE TO WORKING OUT THE CLAIMING OF 'BUSINESS' AND 'OTHER' MILES

START				DESTINATION						DETAILS	MILEAGE: Business/ Other
HOME		VISIT		BASE	HOME		VISIT		BASE		
less than 10 miles from base	more than 10 miles from base	less than 10 miles from base	more than 10 miles from base		less than 10 miles from base	more than 10 miles from base	less than 10 miles from base	more than 10 miles from base			
✓							✓			Claim shortest distance either from: • home to visit, or • base to visit	Other
✓								✓		Claim shortest distance either from: • home to visit, or • base to visit	Business
	✓						✓			Claim shortest distance either from: • home to visit, or • base to visit	Other
	✓							✓		Claim shortest distance either from: • home to visit, or • base to visit	Business
		✓			✓					Claim shortest distance either from: • visit to home, or • visit to base	Other
		✓				✓				Claim shortest distance either from: • visit to home, or • visit to base	Other
			✓		✓					Claim shortest distance either from: • visit to home, or • visit to base	Business
			✓			✓				Claim shortest distance either from: • visit to home, or • visit to base	Business
		✓							✓	Claim total mileage	Business
			✓						✓	Claim total mileage	Business
				✓			✓			Claim total mileage	Business
				✓				✓		Claim total mileage	Business
		✓					✓			Claim total mileage	Business
		✓						✓		Claim total mileage	Business
			✓				✓			Claim total mileage	Business
			✓					✓		Claim total mileage	Business
2nd JOURNEYS, OUT-OF-HOURS OR EVENING JOURNEYS.											
✓							✓			Claim total mileage	Other
✓								✓		Claim total mileage	Business
	✓						✓			Claim total mileage	Other
	✓							✓		Claim total mileage	Business
		✓			✓					Claim total mileage	Other
		✓				✓				Claim total mileage	Other
			✓		✓					Claim total mileage	Business
			✓			✓				Claim total mileage	Business
✓									✓	Claim total mileage	Other
	✓								✓	Claim total mileage	Other
				✓	✓					Claim total mileage	Other
				✓		✓				Claim total mileage	Other