

## NON-STAFF TRAVEL AND EXPENSES PAYMENT FORM

**PLEASE READ GUIDANCE NOTES OVERLEAF BEFORE COMPLETING FORM IN BLOCK CAPITAL LETTERS, THEN RETURN TO YOUR CONTACT OFFICE BELOW:**

|                |                                    |
|----------------|------------------------------------|
| Name           | For the period from _____ to _____ |
| Home address   | Work Address                       |
|                |                                    |
| Postcode       | Postcode                           |
| E-mail address | Contact Tel.No.                    |

**Payment will be made by cheque. Where name on bank a/c differs from that above, please provide payee details here:**

|  |                           |
|--|---------------------------|
| <b>Please state Venue/Conference/Course/Meeting/Workshop attended:</b> | <b>Name of Organiser:</b> |
|--|---------------------------|

| Please provide full details of expenses being claimed eg train, taxi fares etc.<br>Mileage should include journey details including from and to. |                   |                |                      | MILEAGE |      |                 | SUBSISTENCE /<br>EXPENSES |
|--|-------------------|----------------|----------------------|---------|------|-----------------|---------------------------|
| DATE   | TIME OF DEPARTURE | TIME OF RETURN | DETAILED DESCRIPTION | MILES   | RATE | TOTAL MILEAGE £ | TOTAL £                   |
|  |                   |                |                      |         |      |                 |                           |
|  |                   |                |                      |         |      |                 |                           |
|  |                   |                |                      |         |      |                 |                           |
|  |                   |                |                      |         |      |                 |                           |
|  |                   |                |                      |         |      |                 |                           |
| <b>SUB-TOTALS</b>  |                   |                |                      |         |      |                 |                           |
| <b>TOTAL TRAVEL AND SUBSISTENCE:</b>   |                   |                |                      |         |      |                 |                           |

I declare that the mileage allowances and expenses claimed herein were incurred solely on journeys relating to NES activities, carried out at the request of NES and are in accordance with the NES guidance in force at present; that, where the mileage rate has been claimed, public transport would not have been appropriate.

|                            |              |
|----------------------------|--------------|
| <b>CLAIMANT SIGNATURE:</b> | <b>DATE:</b> |
|----------------------------|--------------|

| FOR NES OFFICE USE ONLY     |              |                       |                    |              |
|-----------------------------|--------------|-----------------------|--------------------|--------------|
| COST CENTRE                 | ACCOUNT CODE | JOB CODE              | AMOUNT (£)         | TOTAL CLAIM  |
| E                           |              | ENES                  |                    |              |
| E                           |              | ENES                  |                    |              |
| E                           |              | ENES                  |                    |              |
| E                           |              | ENES                  |                    |              |
| <b>CLAIM CHECKED BY:</b>    |              |                       |                    | <b>DATE:</b> |
| <b>CLAIM AUTHORISED BY:</b> |              |                       | <b>PRINT NAME:</b> | <b>DATE:</b> |
| <b>LINK &amp; LOAD :</b>    |              | <b>FINANCE CHECK:</b> | <b>INITIALS:</b>   | <b>DATE:</b> |

## Non-Staff Travel and Expenses - Guidance Notes

### ALL CLAIMS MUST BE SUBMITTED WITHIN 3 MONTHS OF YOUR RETURN HOME

#### ACCOMMODATION

**Commercial accommodation:** Approval is required from the NES office arranging the event/conference/course/meeting/workshop prior to overnight accommodation expenses being incurred. If approved, actual receipted costs of bed and breakfast up to a maximum of £75.00 per night can be claimed.

**Non-commercial accommodation:** Reimbursement of actual costs incurred up to £25.00. All receipts for meals and accommodation up to the amount claimed must be enclosed.

#### MEALS

Meal costs are only reimbursed if no meal/sandwiches were provided at the place of the event/conference/course/meeting/workshop.

Actual receipted costs of meals will be reimbursed up to the maximum detailed below.

Meal costs can only be reimbursed if the applicant has travelled more than 5 miles from their normal place of work.

Absence of 5-10 hours (must include 12.00-2.00pm): a maximum of £5.00

Absence exceeding 10 hours (must end after 7.00pm): a maximum of £15.00

Full 24-hour period: a maximum of £20.00

#### TRAVEL

The cheapest mode of transport must be used at all times

Mileage is reimbursed at 24p per mile (relates to those attending only). Those who are required to use their personal vehicle whilst carrying out work on behalf of NES, and are not employed by NES, may claim reimbursement for business travel at the rate of 40p per mile.

Where the claimant has carried a passenger travelling to the same event, who is also entitled to claim travel expenses, then the claimant may claim passenger mileage at the rate of 5p per mile. The name of the passenger must be provided on the claim form.

Reimbursement for carrying heavy / bulky equipment may be claimed at half the passenger rate (2.5p per mile). Prior approval should be sought from the NES office arranging the event/conference/course/meeting/workshop before claiming for this type of expense.

Pedal Cycles can claim a rate of 10p per mile.

Reasonable garaging and parking expenses may be claimed in connection with business mileage if public transport is not possible, but should be agreed in advance.

Taxi fares will only be reimbursed in exceptional circumstances and with prior approval.

First class travel requires prior approval granted before undertaken

All flights require prior approval granted before undertaken

All foreign travel requires prior approval granted before undertaken

Overseas travel can be claimed at the point of entry to UK only