

# SECRETARY OF STATE FOR NORTHERN IRELAND - INTER-PARTY TALKS

## Claim form for Travel Expenses, Subsistence, and Talks Allowance

Name \_\_\_\_\_

Address in \_\_\_\_\_

Northern Ireland \_\_\_\_\_

\_\_\_\_\_ postcode

Address for Payable \_\_\_\_\_

Order, if different \_\_\_\_\_

from above \_\_\_\_\_ postcode

Please read the notes overleaf before completing the form.

ATTENDANCE AT TALKS (1)			RETURN MILEAGE (Home-Stormont-Home) (2)	COST OF TRAVEL £ (3)	SUBSISTENCE ALLOWANCE £ (4)	TALKS ALLOWANCE £ (5)
Date	Depart (Time)	Return (Time)				
TOTALS						

Engine Size \_\_\_\_\_ cc Normal Occupation \_\_\_\_\_

I declare that I have incurred the expenses detailed above in respect of attending the Talks and that I have/have not\* incurred loss of earnings. (\*Delete as appropriate)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return the form to the Talks Administration Office, Room 7. (Telephone extension 2207 for queries)

**For Official Use**

Supplier No	_____	Claim Period from	_____	to	_____
Payment Amount	£ _____	Amount in words	_____		
Account code	_____	Amount Dr	£ _____	Amount Cr	£ _____
			£ _____		£ _____
			£ _____		£ _____
			£ _____		£ _____
			£ _____		£ _____
Prepared by	_____	Date	_____	Authoriser's Code _____	Authorisation Stamp   
Checked by	_____	Date	_____		
Authorised by	_____	Date	_____		

**For Accounts Use**

Date rec'd	_____	Input by	_____
Input by	_____	Input by	_____
Voucher No	_____	Payable Order No	_____

## Expenses

1. Delegates are asked to consult the "Notes for Delegates" to confirm their entitlement to claim expenses and the guidance notes below for completion of the claim form.
2. Claims should be made in arrears, preferably on a weekly basis.
3. Enter the appropriate information on the front of the claim form, using a separate line for each day on which you attended the Talks. Please sign and date the form before returning it to the Talks Administration Office.
4. Payments normally will be posted to your home or to any other address given by you. Alternatively arrangements may be made to have payments sent to the Talks Administration Office who can deliver them to your Party's Support Staff in Parliament Buildings.
5. If you require any assistance or advice, or have any queries you should contact the Talks Administration Office.

## GUIDANCE NOTES

- Column (1) - enter in relevant columns only those dates on which you actually attended "Talks" including the time you left home and the time of your return home after "Talks".
- Column (2) - if you travelled by your private car to attend "Talks" enter the distance (return mileage).
- Column (3) - complete ONLY if you used public transport on any part of your journey to and from "Talks".
- Column (4) - REFER TO THE EXPENSES SECTION OF THE NOTES ON ADMINISTRATIVE ARRANGEMENTS.
- Column (5) - THIS ALLOWANCE IS PAYABLE ONLY TO ACCREDITED DELEGATES. THE RATES ARE SET OUT IN THE EXPENSES SECTION OF THE NOTES ON ADMINISTRATIVE ARRANGEMENTS.