

Secretary of State for Northern Ireland

Claim for Travel Expenses, Subsistence and Loss of Earnings Allowance for Talks / Forum

- ★ please read the guidance notes overleaf before completing this form
- ★ please return completed form to the Administration Office, Room B3.4 (telephone ext. (5)22089 or (5)22075)
- ★ please complete in CAPITAL letters

Personal details

Name _____

Address _____ Postcode _____

Address for Payable Order *(if different)* _____ Postcode _____

Political Party _____

Claim details

1 Attendance at Talks / Forum				2 Vehicle mileage home - venue - home	3 Cost of travel (public transport) £	4 Subsistence allowance £	5 Loss of earnings allowance (delegates) £
Tick as appropriate	Date	Depart home (time) (24 hr clock)	Arrive home (time) (24 hr clock)				
Talks							
Forum							
Talks							
Forum							
Talks							
Forum							
Talks							
Forum							
Talks							
Forum							
Talks							
Forum							
Totals							

Engine size | _____ | cc Mileage rate | _____ | p per mile

Declaration

I confirm that I incurred the above expenses for attending the *Talks / Forum and that *I have / have not incurred loss of earnings. (*delete as appropriate)

Signed | _____ | Date | _____ |

For official use

Supplier no. | _____ | Claim period from | _____ | to | _____ | Payment amount | £ _____ |

Amount in words | _____ |

Prepared by | _____ | Date | _____ |

Checked by | _____ | Date | _____ |

Authorised by | _____ | Date | _____ |

Authoriser's code | _____ |

Authorisation stamp

Additional PO message: Expenses for the period from | _____ | to | _____ |

Account code	Amount Dr	Amount Cr
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

For Accounts use

Date received | _____ | Input by | _____ | Voucher no. | _____ |

Input date | _____ | Payable Order no | _____ |

Expenses

- ★ Delegates should consult the "Notes for Delegates" to confirm their entitlement to claim expenses and the guidance notes below for completion of this form.
- ★ Claims should be made in arrears, preferably on a weekly basis.
- ★ Enter the appropriate information on the front of the claim form, using a separate line for each day you attended the Talks / Forum. Please sign and date the form before submitting it to the Administration Office, Room B3.4.
- ★ Payments normally will be made to your bank through the Bankers Automated Clearing service (BACS). The BACS system offers greater security, speed of payment and removes the possibility of delayed or lost cheques.
- ★ If you require any assistance or advice, please contact the Administration Office, Room B3.4 or telephone ext. (5)22089 or (5)22075.

Guidance notes

- Column (1)** Enter only those dates on which you actually attended the Talks / Forum including the time you left home and the time you arrived home afterwards. (*"arrive home" time should be calculated as the time you leave the venue plus the time it should normally take you to travel home from the venue in the event that you are not travelling directly home*)
- Column (2)** If you travelled by your private car, enter the distance (*home to venue to home*)
- Column (3)** Complete only if you used public transport on any part of your journey to attend Talks / Forum
- Column (4)** Refer to "Notes for Delegates" for current subsistence rates.
- Column (5)** For elected delegates only, refer to "Notes for Delegates" for Loss of Earnings Allowance.