

## Travelling and expenses claim



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Please complete both sides of the form and forward the form for coding and departmental authorisation in time for it to reach the Leasing and Expenses Team, HCC, The Castle, Winchester, SO23 8UB (Courier Route 101) by the 1st working day of the month.

Full r Post Full v addre	held work ess  chone mail  Below dates should be first and land dates: From DD MM To	ast dates of travel (col	Please retain your receipts and do not forward them to the Leasing and Expenses team  Please complete this section only if this is your first claim or if you have changed your vehicle since making your last claim.  c.c.  Reg. no.  Date of change					
Sun	nmary of claim  Totals from columns 5 to 12 overleaf	£ p	Cost Centre SIO					
		£ p	Cost Centre SIO					
col 5	Business miles at							
	Business miles at	p						
col 6	Miles for tax purposes							
col 7	Taxable business miles at	p						
col 8	Passenger miles at	р						
col 9	Non vatable expenses							
col 10	Vatable expenses							
col 11	Non vatable subsistence							
col 12	Vatable subsistence							
	Cycle allowance							
	Essential user lump sum							
	Attendance/call-out (lease cars only)							
	Total of Claim							
Decl	arations							
I certi and w licence mileage vehich I confi purch	mant ify that the journeys, mileage and expenses I am clair were necessary for business purposes. I hold a full cu e and at least a third party insurance policy, includin ge and passengers, relating to the vehicles used for t es are roadworthy and where required have a valid firm that I hold and will retain appropriate VAT hase of fuel and (b) those expenses which include r expenses will also be retained.	rrent driving g cover for business hese journeys. The MOT certificate. receipts for (a) the	Authorisation All the journeys shown in this claim were authorised and are reasonable.					
Sig	gnature of claimant	Checked by	Signature of authorising officer					
-		Please print name						
Da	ate	Date						

## If you have any questions regarding the completion of this form please call 01962 847635 or 847639

Column 5,6,7 and 8 Definitions of 'business miles', 'taxable miles', 'miles for tax purposes' and 'passenger miles' can be found on Hantsnet Pages – County Treasurer's homepage – travel claims, allowances and expenses.

Column 9 and 10 Expenses with a full VAT receipt enter in column 10 and a non full VAT receipt enter in column 9.

Column 11 and 12 Subsistence with a full VAT receipt enter in column 12 and a non full VAT receipt enter in column 11.

All receipts should be retained and not attached to this form when sending to the Leasing and Expenses team. A full VAT receipt is one containing the company or car park name, VAT reference number, date and amount.

Home – City/Town/Village				Workbase					Mile	eage from	nome to v	vorkbase	
(1) Date of journey	(2) Time		(3 Details o	3) f journey	(4) Purpose of journey or expense. Please indicate where a cycle/motorcycle	(5) Business mileage	(6) Mileage for tax	(7) Taxable business	(8) Passenger mileage	(9) Non Vatable	(10) Vatable expenses		(12) Vatable subsistence
	Out	In	From	То	was used.		purposes	mileage		expenses £ p	£ p	subsistence £ p	£ p
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