



THE KEYS FEDERATION ACADEMY TRUST

SUBSISTENCE ALLOWANCE/PUBLIC TRANSPORT AND EXPENSES CLAIM FORM

NAME: **PAY NO:**

SUBSISTENCE ALLOWANCE:

Date	Time of leaving base	Time of return to base	Amount Taxable £	Amount Non Taxable £	Details: (state location and reason for claim)
Totals*					

TRAVELLING AND OTHER EXPENSES:

Date	Expenditure on Public Transport Taxable £	Expenditure on Public Transport Non Taxable £	Other Expenses Taxable £	Other Expenses Non Taxable £	Details: (state location and reason for claim)
Totals*					

* Totals should be carried forward to the Summary of Claim overleaf

EMPLOYEE DETAILS:

Name:	Pay Number:
Department:	Sector:
Home address:	
Work Base:	Tel No:
Period from:	To:

SUMMARY OF CLAIM:

Subsistence Allowance / Travelling and Other Expenses:	Amount Taxable £	Amount Non-Taxable £
Subsistence Allowance		
Expenditure on Public Transport		
Other Expenses		
Totals:		

<p>I, THE CLAIMANT, CERTIFY THAT:</p> <p>a) I have actually and necessarily expended the sum claimed for travelling and other expenses.</p> <p>b) I was necessarily absent from my centre on official business during the time for which personal allowance is claimed.</p> <p>c) Expenditure on meals in respect of which the allowance has been claimed has actually been incurred.</p> <p>d) Overtime payment has not been claimed in cases where tea and/or dinner allowance is now claimed.</p> <p>Signature:</p> <p>Date:</p>	<p>I, THE CERTIFYING OFFICER:</p> <p>am satisfied that the expenses were properly and necessarily incurred and that the allowances claimed are properly payable by the Council and supporting receipts have been provided (Financial Regulation 19.3)</p> <p>Signature:</p> <p>Date:</p> <p>Print Name:</p> <p>Designation:</p>
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NOTES ON COMPLETION:

1. Claims should be made up to the 15th of each month and, after approval, sent to **reach the Borough Treasurer by the 20th at the latest**.
2. Travel expenses claimed within normal working hours which arise from journeys starting or ending at the home should be reduced by the normal costs of home to base travel. xxx Refer to guidance notes regarding the taxation of travel expenses for call outs. Xxx
3. Subsistence payments for meals taken at a distance of less than 5 miles from normal work base and/or absences of 5 hours or less are taxable.
4. Appropriate receipts must be provided in all cases.
5. Any claims submitted more than six months after the expenses were incurred will require the express approval of the CEO.