

Claim for Expenses

ALL relevant boxes **MUST** be completed.

Doncaster and Bassetlaw Hospitals

NHS Foundation Trust



Assignment No.:
National Insurance No.:

Name:
Address:

For Finance Department use:

Dates from/to:
Pay Date:

- Weekly paid
- Monthly paid

Dept:
Base:
Job title:
Make and model of car:
Registration No.:
cc. of car:

- Petrol
- Diesel

Miles claimed: Month of: Date:

Declaration by Employee:

I declare that this claim relates to expenses **actually** and **necessarily** incurred in connection with my Trust appointment and is in accordance with the regulations. I declare that the information given is true and complete and I understand that any deliberate false representation will be regarded as gross misconduct and will result in summary dismissal.

Insurance of private motor vehicles:

The above car is insured in accordance with HM Circular (54) 26.

Circular HM (54) 26 provides that claimants for mileage allowances must certify that the insurance policy in respect of the motor vehicle for which mileage allowance is claimed provides cover, while the car is used on official business, for full third-party insurance, including cover against risk of injury to or death of passengers and damage to property, and that the policy was in force at the time of the journeys claimed for.

Except where indicated I certify that advice on the handling of the emergency was given before starting my emergency call-out journeys and I accepted full responsibility for those aspects appropriate to my duties from that time. (JOURNEYS WHICH I CONSIDER DO NOT QUALIFY FOR TAX RELIEF ARE SHOWN SEPARATELY).

Subsistence Claims: I certify that I have spent more on meals than I would have spent at my base.
Signature of Claimant: Date:

Print name (in caps):

I certify that the claimant was engaged on the duty stated on the date(s) shown overleaf:

Signature of Certifying Officer: Date:

Print name (in caps): Date:

Code: **Posting:** **Total**

Official miles	
Official on-call	
Public transport	
Public transport excess	
Passengers 1	
Passengers 2	
Passengers 3	

Sundry Expenses: £ p

Car parking	
Rail/Bus/Taxis	
Telephones	
Postages	
Subsistence	
Incidental Expenses	
Course Fees	
Course Travel Expenses	
Books	
General Expenses	
CONTROL TOTAL:	
POSTED BY:	
COMPLETED BY:	

