EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:			DATE OF CLAIM:			
		COST CENTRE (TEAM NUMBER / NAME):		110 - GENERAL COUNSEL	overwrite this cell with currency if "other" selected below	

DATE & TIME (FOR SUBSISTENCE CLAIMS)														FINANCE USE
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS			UK £	USE DROP DOWN LIST	CODE
25/03/19	08:00:00	25/03/19	20:00:00	12.00	Attending the Legal Reference Panel Meeting in London	Parking Feed	Parking & tolls 26001			N/A	6.00	NO PROJECT - 0000	110-26001-0000
02/04/19				n/a	Team Building & Thank You Luncheon for Team	Luncheon for 6 members of the Legal Services Team	Staff Recognition 26011			N/A	140.00	NO PROJECT - 0000	110-26011-0000

Enter any notes relating to this claim here

Total miles 0

TOTAL EXPENSES INCURRED	146.00
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	146.00

Claimant declaration: Emma Bate

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Heather Dove

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

NO ERRORS n/a n/a n/a