

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:		James			Dipple-Johnstone			DATE OF CLAIM: DD/MM/YY		30/09/19		CLAIM REFERENCE:		Dipp30-09-19					
					COST CENTRE (TEAM NUMBER / NAME):				120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below							
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>												AMOUNT CLAIMED		FINANCE USE					
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP					DESCRIPTION OF EXPENSE			RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE		
<small>DD/MM/YY 00:00:00</small>		<small>DD/MM/YY 00:00:00</small>		<small>HRS</small>	<small>WHY YOU TRAVELLED</small>					<small>WHAT YOU PAID FOR</small>			<small>CHOOSE FROM DROP DOWN LIST</small>	<small>ENTER NUMBER UNLESS N/A APPEARS</small>	<small>N/A APPEARS</small>	<small>UK £</small>	<small>USE DROP DOWN LIST</small>	<small>CODE</small>	
15/09/19 14:00:00		17/09/19 14:00:00		48.00	Basel Trip to G7/BIS					2 nights overnight incidentals			Overseas overnight incidental allowance 26002		N/A	20.00	NO PROJECT - 0000	120-26002-0000	

Enter any notes relating to this claim here Total miles **0**

Claimant declaration:		James Dipple-Johnstone	
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.		TOTAL EXPENSES INCURRED 20.00 CASH ADVANCE RECEIVED 0.00 TOTAL CLAIMED/(REPAID TO FINANCE) 20.00	

Andrew Hubert 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

