PRIVATE & CONFIDENTIAL WHEN COMPLETED

**DPF/FIN1**

**DEFENCE**
**POLICE**
**FEDERATION**

| |
|---|
| Voucher № |
| Account |
| Folio № |
| Date |
| Cheque № |

## TRAVELLING & EXPENSES CLAIM FORM

| |
|---|
| **NAME (please print):** |
| **H/A (House no./name and post code):** |
| **STATION:** |

**Please tick:** **CHEQUE** ☐ **BACS** (please complete below): ☐ **ADVANCE** (please choose payment option) ☐

| | |
|---|---|
| **SORT CODE:** | **ACCOUNT NO:** |
| **NAME ON ACCOUNT:** | |
| **BANK & BRANCH:** | |

**REASON FOR CLAIM:** ANNUAL CONFERENCE ☐ NEC ☐ CASOC ☐ OTHER ☐ ……

**IN RECEIPT OF HONORARIA?** : YES ☐ NO ☐

| DATE | FROM | LEAVING TIME | TO | ARRIVAL TIME |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **1.RAIL FARE from** | | **To** | | |
| **2. AIR FARE from** | | **To** | | |
| **3. OTHER FARES – 1. PUBLIC TRANSPORT 2. TAXI** | | **1. £** | **2. £** | |
| **4. PRIVATE CAR ALLOWANCE MILES**** | | **at 30 pence** | **Per Mile** | |
| **a) PASSENGER b) CARRIAGE OF EQUIPMENT** | | **a) 3p b) 2p** | **Per Mile** | |
| **5. SCALED ALOWANCE** | **№ of nights** | **at £ 5.00** | **Per Night** | |
| **6. ACCOMMODATION** | **№ of nights** | **At £** | **Per Night** | |
| **7. RECEIPTED MEALS** | **Lunch/Dinner** | **At £** | | |
| **8. ADVANCEMENT PAID UP TO 90% of estimated costs** | | **At £** | **Date paid** | |
| **9. LESS ADVANCEMENT PAID** | | **Date paid** | | |
| | | | **TOTAL** | |

****** Mileage is restricted to the cost of non-first class travel. Proof may be required of the cost of such a journey. Passengers are to be identified and are to be representative persons.

**Where it is appropriate CLAIMS ARE TO BE RECEIPTED and receipts are to be full receipts. If fully itemised receipt has not been attached an explanation should be provided.**

I certify that the above claim was for attendance on Federation business. When accommodation is claimed it is necessary in respect of nights spent away from home. I acknowledge that if I am in receipt of a **TRANSFER GRANT/ALLOWANCE** I have read the appropriate PRG and have informed the DPF of my transfer status.

**CLAIMANT SIGNATURE:** ……. **DATE:** / /

**OFFICE USE ONLY**

I certify that the above claim is correct and that the expenses claimed are for attendance at a meeting on Federation business.

**AUTHORISING SIGNATURE:** ……. **DATE:** _ _ / _ _ / _ _ _ _