

**DEFENCE
POLICE
FEDERATION**

Voucher No
Account
Folio No
Date
Cheque No

TRAVELLING & EXPENSES CLAIM FORM

FULL NAME:
FULL ADDRESS:
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 45 pence	Per Mile
a) PASSENGER b) CARRIAGE OF EQUIPMENT		a) 3p b) 2p	Per Mile
5. SCALED ALLOWANCE	No of nights	at £ 5.00	Per Night
6. ACCOMMODATION	No 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:** __ / __ / ____