

Tree of Knowledge Publishing

MILEAGE / EXPENSES CLAIM FORM

<u>Month Ending:</u>	M/Cycle	Cycle	Essential	Casual	Lease	Teacher
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<u>Name:</u>	<u>Payroll No:</u>	<u>Post Held:</u>	
<u>Department:</u>	<u>Usual Work Base:</u>		
<u>Private Address:</u>			
<u>Reg. No:</u>	<u>Make:</u>	<u>CC:</u>	<u>Year:</u>

A	Taxable Mileage i.e. Home to Workplace (Eligible Employees Only)	
B	Mileage Claimed for Journeys within the Province Boundary.	
C	Mileage Claimed for Total Journey Outside of the Province Boundary.	
D	Training Mileage	
E	Total Payable Mileage	
F	Non taxable Sundry Expenses/Subsistence (Receipts Attached) See note below	
G	Business miles travelled but not payable	

- 1) **I acknowledge that claims more than 3 months old may not be paid.**
- 2) I certify that I have a current driving licence and that the above vehicle was taxed and insured for business use at all times for the purposes of the journeys claimed, in accordance with the current Local Scheme of Conditions of Service (the "Scheme") and has an MOT certificate (if relevant). I acknowledge that the Authority will not be responsible for any claims due to non-compliance with the Scheme.
- 3) I certify that I have read the notes on how to complete the claim and have correctly identified all taxable mileage.
- 4) I certify that any subsistence and other miscellaneous claims for expenses also included in this claim are in respect of additional expenditure that I have actually and necessarily incurred in undertaking my duties for The Tree of Knowledge. I also certify that these expenses are claimable in accordance with the company's current Conditions of Service and attach receipts for all items claimed.
- 5) I understand that if I give any false or misleading information, this could result in disciplinary procedures being invoked.

<u>Signature of Claimant:</u>	<u>Print Name:</u>	<u>Date:</u>
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CERTIFICATION

- 1) I certify that, to the best of my knowledge and belief, that the mileage claimed is correct and that in my opinion the journeys shown as being made on the company's business on the sheets attached were necessary for the official purposes, made by the most direct route so far as was practicable.
- 2) I certify that I have approved the journeys claimed in Boxes A, B C and D.
- 3) I certify that any subsistence or other miscellaneous expenses claimed are approved and are in accordance with the current Conditions of Service.