

Expenses Claim Form

Regulations

These regulations must be strictly observed.

- All relevant sections of this form must be completed. Failure to do so may result in the form being returned.
- Wherever possible, public transport should be used; an explanation should be given if available public transport is not used.
- Time of departure and time of return should always be given.
- A return journey not made on the same day as an outward journey should be shown under its proper date. Return tickets should be taken if expense is thereby saved.
- Explanations should be given if two single tickets are taken at a greater cost. Where practicable, cheap or short period tickets should be availed of.
- Distance (kilometres) should only be given where a private or hired vehicle is used.
- Where a meal is provided at no cost to the claimant, this should be recorded (*).
- Copies of miscellaneous expenses receipts must always be attached to the form.

2. Address to appear on cheque (block capitals)

1. Name (block capitals)

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3. Rank

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4. Engine c.c. of car (if applicable)

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5	6	7	8	9	10	11	12	13	14	15	16
Meeting attended (specify type, subject, level, e.g. Council, Irish LC, English Primary)	Project code	Date	Time of departure	Time of return	Journey (From / To)	Mode of transport	Distance (km)	Travel costs	Subsistence	Meals Provided (Lunch/Dinner)*	Miscellaneous (taxi, parking, etc.)
Total											

I certify that

- the subsistence and other allowances claimed in this account are in strict accordance with the relevant regulations
- the expenses charged have been actually and necessarily disbursed solely in relation to the public service
- the particulars furnished herein are in all respects true
- no claim in respect of the same period has been, or will be, made elsewhere.

For official use only

Total expenses paid	
Prepared by:	Mileage to date
Approved by:	

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Signature

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Date