

**Claim for Travelling and Subsistence (from 1<sup>st</sup> June 2018)**  
**(Including staff development claims)**

*Please complete in capitals*

*In all circumstances travel and subsistence costs must be claimed within three months of expenditure being incurred*

Name _____	Department or Centre _____
Payroll ref*. _____ <small>*We cannot process this claim without this</small>	Period of claim _____
Home postcode _____	Make, model & engine size of vehicle _____
Base postcode _____	Car Registration Number _____

Project/ Cost Centre Code	Day & Month	Depart Time	Return Time	Place Visited and Purpose of Visit (please include ALL postcodes)	Mileage	Less: Home to work mileage (if applicable)	Total Miles Claimed	Fares/ Subsistence /Other	
								£	p
<b>TOTALS</b>									
Miles x rate per mile @ _____ per mile							= £		
Less advance received against any part of the above claim							= (£	)	
<b>= Total to be reimbursed by/returned to Colchester Institute</b>							<b>= £</b>		

I certify that this is a true and correct claim and that expenditure claimed in respect of subsistence and other expenses is as on the attached receipts. I confirm that I possess valid motor insurance cover for the business mileage claimed.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Authorised by:

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Notes:	Rates
Cars	40p per business mile
Cars (Named CI passenger)	additional 5p per business mile
Motorcycles	24p per business mile
Cycles	20p per business mile
<small>Please make sure that you deduct your normal home to work mileage from all applicable claims. For standard distance allowances please <a href="#">click here</a>.</small>	