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|  |  |  | **T.S. 03**  **(BLUE)** |
| **GENERAL SUBSISTENCE – Fares, Courses, Accommodation, Meals and Essential Work Goods** |

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| CLAIMING CONDITIONS | |
| Work Goods | Reimbursement of work goods will only be made in essential circumstances where goods are not available from your central base |
| **Accommodation** | Name and address of establishment in which you stayed must be included on the back page (please attach a separate sheet if more thantwo establishments). |
| **Meals** | Meals can only be claimed in accordance with the Scheme for Reimbursement of Travelling and Subsistence Expenses |
| **Transport Expenses** | Only NET transport costs will be reimbursed (i.e. difference between daily cost of travel incurred and normal daily cost of travel from your home to place of work (Public Transport rates are applied) |
| **Receipts** | Actual expenditure incurred must be supported by receipts (**including a valid VAT receipt for the purchase of fuel**) |

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| Period of Claim | | Employee Details | | Summary Claim | |
| From | / / | Name |  | Work Goods | £ |
| To | / / | Employee Number |  | Accommodation | £ |
|  | | Designation |  | Meals/Parking/Tolls | £ |
| Location |  | **Total Cost** | **£** |

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| Certificate by Claimant I certify that:   * The details in this claim are correct and complete * Expenses for meals have been claimed in accordance with the Scheme for Reimbursement of Travelling and Subsistence Expenses * I understand that this claim is subject to scrutiny by **Internal/External Audit** | |  | NET Transport Expenses | |
|  | If Private Car Used Used  (Paid at Public Transport Rates) | miles |
|  | If Public Transport Used | **£** |
|  | | |
| **Employee’s Signature:** | **Date:** |

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| Certificate by Designated Officer I certify that all expenses claimed have been necessarily incurred in accordance with the Council’s reimbursement conditions contained in the councils [Policy on Business Travel and Subsistence](https://www.westlothian.gov.uk/media/1665/Policy-on-Business-Travel-and-Subsistence/pdf/Travel__Subsistence_Policy_April_2014_21st_March_2019_Alana_Sneddon_.pdf) and that I have checked all appropriate receipts. | | |
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| Authorised Signatory’s Name (Please PRINT): |  | |
| Authorised Signature: | | Date: |

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| For Further Details See ‘**Scheme for Reimbursement of Travel and Subsistence Expenses**’ under HR Employment Policies on MyToolkit |

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| Employee’s Home Address | | | | | | | Normal Work Address | | | | | | | Accommodation Name & Address | | | | | | | |
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|  | | | | Post Code: | | |  | | | | | | |  | | | | | | | |
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| \* Normal Miles/Cost | | | | | \*\* NET Miles/Cost | | | |  | | | | | | | | | | |
| i.e. The Amount of Miles/Cost normally Incurred Between Home and Work | | | | | i.e. Total Miles/Cost  **LESS** Normal Miles/Cost | | | |  | | | | Transport | | | | | | |
|  | | | | |  | | | |  | | | | If Private Car Used | | | | If Public Transport Used | | |
| Date | Times | | | | Journey Details | | Purpose | Return Journey | | Work Goods  £ | Accom  £ | Meals/ Parking  £ | | | Total  Miles | | **\*** Normal Miles | **\*\***  NET Miles | Total Cost  £ | **\*** Norm  Cost  £ | **\*\*** NET  Cost  £ |
| Depart | | Return | | From | To | Yes | No |
|  |  | |  | |  |  |  |  |  |  |  |  | | |  | |  |  |  |  |  |
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| Please carry totals to summary claim on front page | | | | |  | | £ | £ | | £ | | |  | | m |  | | £ |

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>