

THE SOUTHERN EDUCATION AND LIBRARY BOARD : TRAVELLING AND SUBSISTENCE EXPENSES CLAIM TSEI

NAME: _____ POST HELD: _____ CLAIMANT REF NO: _____
 ADDRESS: _____ POSTCODE: _____
 LOCATION: _____ CONTACT TELEPHONE NUMBER: _____
 REGISTRATION NUMBER OF VEHICLE: _____ ENGINE CC: _____ IF CHANGE OF CAR EFFECTIVE DATE: _____ (ATTACH FORM FMI6)
 INSURANCE COMPANY: _____ CLAIM FOR MONTH(S) OF _____
 ESSENTIAL/CASUAL USER (DELETE AS APPLICABLE) NUMBER OF SHEETS IN CLAIM (INCLUDING CONTINUATION SHEETS): _____

SUMMARY OF CLAIM

NUMBER OF MILES (PRESENT CAR): _____ SUBSISTENCE CLAIMED: _____
 NUMBER OF MILES (PREVIOUS CAR): _____ OTHER EXPENSES CLAIMED: _____

I certify that :

1. The expenses claimed are in accordance with The Southern Education and Library Board's guidelines for payment and were necessarily incurred on official Board business.
2. The journeys shown are the actual journeys undertaken but where only the reckonable mileage is claimed this fact has been indicated by putting the letter 'R' after the mileage shown.
3. There is current Insurance Cover indemnifying the Board against all Third Party claims arising out of my use of the above vehicle on official Board business and claiming mileage allowance.

SIGNED: _____ CERTIFIED FOR PAYMENT: _____
 DATE: _____ DATE: _____
 Claimant Authorised Officer/Head of Department

FOR OFFICE USE

ACCOUNT CODE	FUNCTION	MILES	SUBSISTENCE		OTHER EXPENSES		VAT ON SUBS AND OE		DATES OF CLAIMS
			£	p	£	p	£	p	
95689999									
Totals									

VOUCHER NUMBER: _____

Date	Details of Journeys		Nature of Business and Names of Official Passengers	Car Mileage		Times		*Subsistence Amount Claimed		*Parking and other Expenses Amount Claimed	
	From	To		Single Journey	Total Journey	Depart	Arrive	£	p	£	p
Brought Forward											
Totals											

*Attach Receipts [except in the case of subsistence where a school meal or equivalent is claimed.]