

NIMDTA Expense Form
Staff and those acting on behalf of the Agency

PL Code

Date	Departure		Arrival		Mileage	Passenger(s) Please State names	Fares	Registration/ Course Fees	Lay Rep /Locum/ loss of Earnings	Subsistence/ Hospitality/ Other	Reason for Journey/Activity
	From	Time	At	Time							
Finance Use Only				Totals	miles @	= £	_____	_____	_____	_____	Total: _____

Car Details (Please Complete)

Make: _____
 Model: _____
 Engine cc: _____

In submitting this form I declare that my journey/activity was for NIMDTA purposes relevant to the functions of NIMDTA and no claim is being made under any other authority. (The information on this form may be made available to other departments/agencies for the purpose of preventing or detecting a crime.)

SIGNED: _____ DATE: _____

This Section Must Be Completed

First Name: _____
 Surname: _____
 Specialty: _____ Grade: _____

All payments will be made direct to your bank account. Please visit www.nimdtg.gov.uk for expense guidelines.

Sort Code

Bank Account Number

All expense forms must be supported by receipts.
 Failure to provide such evidence will prevent Payment

Address (must be completed)

CONTACT TEL: _____

EMAIL: _____

Study Leave Expenses Only

Study Leave Application No: _____

Schedule of Travel and Subsistence Entitlements for Staff and those acting on behalf of the Agency

Travel

	Rate per mile
< 1000cc	37.4p
1001-1500cc	47.3p
1501cc >	58.3p

Note: Mileage must be calculated from either home or place of work (whichever is shortest). To satisfy Inland Revenue requirements all claims will be checked and adjusted if necessary.

Passenger allowance:

Each passenger: 5p per mile

Note: Must provide names to substantiate claim.

Accommodation Hotels

Actual receipted cost of bed and breakfast up to the following limits:

*£100 plus a meal allowance of £20 to cover the necessary cost of a main evening meal and one other daytime meal.

*Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not within the employee's control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the agency.

Non-commercial accommodation (with friends, relatives etc..)

A flat rate of £25 to cover all necessary meal and accommodation costs incurred.

Meals

Actual receipted costs of meals up to the maximum detailed below. (Meal costs can only be reclaimed if the applicant has travelled more than 5 miles from their normal place of work.)

Absence of 5 – 10 hours (must include 12.00 – 2.00 pm) : a maximum of £5.00

Absence exceeding 10 hours (must end after 7.00pm) : a maximum of £15.00

Tube Fares

Due to the recognised difficulty in acquiring receipts for the London underground, expenses will be reimbursed for tube fares without receipts. However please note a receipt will be required for any express fares i.e. the Heathrow, Gatwick Express etc.

PLEASE REFER TO THE GUIDANCE NOTES ON THE NIMDTA HOMEPAGE FOR FURTHER INFORMATION