

**EXPENSES CLAIM FORMS MUST BE SUBMITTED WITHIN 3 MONTHS OF THE DATE THE EXPENSE WAS INCURRED. FAILURE TO DO SO MAY RESULT IN NON-PAYMENT**



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

PL Code

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Date	Departure		Arrival		Home to home mileage	Mileage	Passenger(s) Please State names	Fares	Lay Rep /Locum/ loss of Earnings	Subsistence/ Hospitality/ Other	Reason for Journey/Activity
	From	Time	At	Time							
Totals					= £	miles @	_____	_____	_____	_____	Total: _____

**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](http://www.nimdtg.gov.uk) for expense guidelines.

**Please download and complete a bank mandate form from the NIMDTA website if you have not previously been reimbursed or if your bank details have recently changed. It is your responsibility to inform NIMDTA of any changes or your payment may be delayed.**

**Please note only one bank account can be held in our records**

**Car Details (Please Complete)**

Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Engine cc: \_\_\_\_\_  
 Car Registration: \_\_\_\_\_

Address (must be completed)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTACT TEL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

*The expenses claimed herein have been wholly, exclusively and necessarily incurred on the business of the HSC organisation. The expenses and allowances claimed are in accordance with all relevant regulations.*

*No other claim for these expenses has been or will be made from any other source.*

*All journeys undertaken are in accordance with the HSC Organisation's Driving for Work policy if applicable. I confirm that I comply with all legislative requirements to drive namely but not exclusively, I have had a current driving licence at the time of the journey; that my vehicle insurance provides appropriate cover and that my vehicle meets all necessary road worthiness standards.*

*I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. HSC organisations are required to protect public funds and information provided may be shared with other bodies' responsible for auditing or administering public funds, in order to prevent and detect fraud.*

**SIGNED:**

**DATE:**

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**Schedule of Travel and Subsistence Entitlements for Agenda For Change Staff and those acting on behalf of the Agency**

**Travel**

**\*Agenda For Change Staff & Board Members (from 1 July 2014)**

	Rate per mile
Annual mileage up to 3500 miles	56p
Annual mileage over 3500 miles	30p

**\*\*Medical, Dental, Lay Reps**

	Rate per mile
< 1000cc	37.4p
1001 – 1500cc	47.3p
1501cc >	58.3p
Rates vary after 3,500 miles	

\*See Section 17 of the Pay Circular (AforC) 3/2013 which explains how to calculate your entitlement to business mileage

\*\*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**

All overnight accommodation should be booked via the Travel Management Contract.

Where staff are required to travel on NIMDTA business with an overnight stay necessary which cannot be booked via the contract, an overnight subsistence allowance may be claimed. The rates payable are as follows:

- Bed and Breakfast: maximum of £55 (receipt required)
- Meal allowance: maximum of £20 to cover the necessary costs of a main evening meal and one other daytime meal (receipts required).

**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 [NIMDTA TRAVEL EXPENSE POLICY](#) FOR FURTHER INFORMATION**

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