

DECLARATION BY CLAIMANT

(Please read carefully before signing)

1.	Declare ...	That the amounts claimed are in accordance with Trust regulations and Agenda For Change Terms and Conditions and are in respect of expenses actually and necessarily incurred whilst engaged on the business stated.
2.	Certify ...	That the insurance policy current throughout the period of this claim provided in respect of myself, whilst the vehicle(s) was/were used on official business full third party/comprehensive insurance cover against all risk of injury to or death of passengers and damage to property, and covered the vehicle for business use. I undertake to indemnify the Trust in respect of any claim made against myself of the Trust for which my insurance policy does not provide cover.
	I Certify ...	That on the occasions where day subsistence allowances are claimed I necessarily spent more on meals than if I had been at my permanent official base and where subsistence allowances of more than ten hours are claimed I necessarily incurred expenditure on an additional meal.
	I declare ...	That the vehicle(s) used for official business has been maintained in a roadworthy condition throughout the period of the claim.
	I declare ...	That I hold a current driving licence and the vehicle has a valid road fund licence.
	I undertake ...	To inform the Certifying Officer in writing if any change takes place to the details previously submitted on an Application for Approval as a Vehicle User for Business Purposes Form, and to supply the Payroll Department with insurance documents on renewal, change of vehicle or change of policy.
	Signature:	Date:

TAXATION CERTIFICATE (EMERGENCY CALL-OUT MILEAGE)

(b)	I certify ...	That in respect of emergency call-out journeys advice on the handling of the emergency was given before starting my Journey(s) and I accepted full and continuing responsibility for those aspects appropriate to my duties from that time. Journeys which I consider do meet these criteria (i.e.: relate to a "life and death" situation) and therefore qualify for payment without deduction of tax are indicated by an asterisk overleaf.
	Signature:	Date:

CERTIFICATE BY CERTIFYING OFFICER
(certifying officers are identified in the Trusts authorised signatory policy)
(Please read carefully before signing)

3.	I certify ...	That to the best of my knowledge and belief and as far as I can practically ascertain the claimant was engaged on the official business stated on the dates shown overleaf and confirm both the accuracy and the necessity for the Journey(s) claimed. All parts of this claim have been completed.
4.	I certify ...	That where the claim includes travelling etc., in connection with on-call duty I have checked such to the on-call records and associated claims.
5.	I certify ...	That where the claim includes Emergency Call Out mileage that such mileage that is shown on this claim form fully meets the Inland Revenue criteria for payments without deduction of tax.
6.	I certify ...	To inform the Finance Dept. in writing of any change taking (or is to take) place to details previously submitted on the Application for Approval as a Vehicle User for Business Purposes Form.

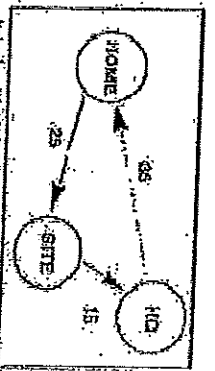
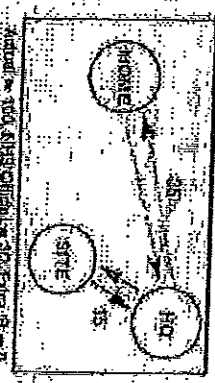
Signature: Date:
Name: Designation:

THIS CLAIM TO BE USED FOR

1. A claim connected with Travelling on day to day business.
2. A claim connected with study leave/courses/conferences etc.

GUIDANCE NOTES

1. Regulations and Conditions. Employees based at designated official base or headquarters. Employees shall be paid the Regular User, Standard User or Public Transport Rate as appropriate, for whichever is the less of:
Actual Mileage - The distance actually travelled by the shortest practicable route leaving home to all place(s) necessarily visited in the order visited, arriving back home (excluding any private mileage), or
Official Mileage - The return distance by the shortest practical route from base to place(s) visited and return to base (excluding any mileage in respect of lunchtime or any other private mileage).
Extra I.R. Business Mileage - From April 1998 the Inland Revenue's definition of a business journey may mean extra miles not paid by the Trust qualify for tax relief. These extramiles can be recorded by the Trust, used to reduce NI Contributions and reported on the end of year P110 for tax relief.



Employees officially based at home. Employees shall be paid the Regular User, Standard User or Public Transport Rate as appropriate for all journeys made by the shortest practicable route from their home to all places necessarily visited in the order visited, arriving back home.
N.B. Mileage for both actual and official Journeys - completed in the columns overleaf (to nearest whole numbers). Home to Base mileage is not normally reimbursed.
Passenger Miles. Passenger names to be detailed in the appropriate column. No allowance in respect of the conveyance of patients or non NHS employees.
Excess Travel - Complete separate claim form.
Emergency Call-Out Journeys. Where a Journey is claimed in this connection this should be clearly marked as such overleaf (see also separate Declaration opposite).
Standard Mileages. The Trust has agreed that certain Journeys should be officially measured and a standard mileage involved.
Hired Vehicles. Where a hired vehicle has been approved by the Trust and the cost has been agreed to be paid by the Trust no claim should be submitted for the period of the hire. Private mileage should be paid for by the employee.
Taxi Fares etc. - Such fares are not normally reimbursed.
Subsistence Allowances. These allowances are payable in accordance with the Agenda for Change Terms and Conditions. Receipts must be provided in support of all subsistence claims.
Changes. Any change to the vehicle used, insurance company, etc., should be detailed if necessary on a separate sheet. Temporary alternative vehicles used should also be detailed if necessary on a separate sheet attached.