

Portsmouth City Council Expenses Claim Form - volunteers, placement students and other non-staff



Name (captials).....

Period of Claim.....

Department

A RECEIPT FOR EACH ITEM CLAIMED MUST BE ATTACHED TO THIS CLAIM FORM

Date	Journey details (start point-destination-finish point and purpose)	Total mileage (max 60 miles return journey)	Other expenses (include details, for example: lunch, bus fare)	Amount

Declaration of Claimant: I confirm I have read and that I have adhered to the expenses guidelines on this form.

By claiming mileage, I confirm I hold a valid driving license, that my car is taxed and insured and that it has a current MOT Certificate.

Signature of Claimant: Date:

EXPENSES - This guidance relates to approved circumstances in which a PCC volunteer/placement student may claim expenses and the nature of expenditure that may be claimed. Portsmouth City Council (PCC) reserves the right to refuse an incomplete claim or defer until resolution.

Subsistence - The maximum amount that you can claim for subsistence is: breakfast £5.75; lunch £7.94; evening meal £9.83. Subsistence may only be claimed if you are attending an event, conference, meeting or training course as part of your volunteering/placement and are away from your normal volunteering/placement base for more than five hours. Meals and childcare expenses should only be claimed if you have contributed more than eight hours continuous work at your volunteering/placement base.

Public transport - claims can be made for reasonable public transport fares for travel undertaken as part of the role of the volunteer or placement

Parking - claims can be made for parking fees incurred while undertaking duties which form part of the role of the volunteer or placement

Mileage - Mileage will be paid at the rate of 45p per mile for travel undertaken as part of the role of the volunteer or placement. Mileage claims must be supported by VAT fuel receipts.

Supervisor/manager (member of Portsmouth City Council Staff)

I have checked the above expenses claim and I am satisfied that the expenses have been incurred on Portsmouth City Council business and in accordance with the expenses guidelines below. Accordingly, I approve the claim.

Signature of supervisor: Print name: Date:

Position:

Total authorised claim:

Claims over £50 must be authorised by Chris Ward - Director of Finance or Julian Pike - Deputy Head of Finance

Authoriser (Print Name) Authorisers signature: Date:

Description:

Entity			Cost Centre				Account				Local Cost Centre				Local Account				Asset	Spare	Amount	VAT Rate % 20% / 5% / NO VAT	NET	VAT
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