

NORTH LANARKSHIRE COUNCIL

Claim for Excess Travelling Expenses

PART A

Name:		NI Number:	
Job Title:		Employee Number:	
Service:			
1	Home Address:		
2	Previous Work Address:		
3	New Work Address:		

PART B

Vehicle Details (if applicable)		
Make/Model	CC	Registration Number

PART C

Previous Travel Details			(A)	(B)
From (home address)	To (previous work address)	Method of Transport	Miles (Car Only)	Cost (Public Transport)
Total Weekly Miles				
			Daily Cost	
			Total Weekly Cost	

PART D

New Travel Details			(A)	(B)
From (home address)	To (new work address)	Method of Transport	Miles (Car Only)	Cost (Public Transport)
Total Weekly Miles				
			Daily Cost	
			Total Weekly Cost	

PART E

Difference incurred between Parts C and D	Miles (Car Only)	Cost (Public Transport)
Total Weekly Miles		
	Daily Cost	
	Total Weekly Cost	

PART F

Period of Claim	FROM		TO		(Claim on a two weekly or four weekly basis)
(Number of working days within period of claim excluding days absent, if applicable)					

PART G

DAYS ABSENT IN PERIOD	REASON FOR ABSENCE

PART G

Total excess mileage _____ days @ _____ miles per day @ 14 pence per mile day = £ _____

Total excess public transport costs _____ days @ £ _____ per day = £ _____

(Number of working days within period of claim less the number of days absent, if applicable)

PART H

Amount claimed £

(Element Code 461)

Declaration: I hereby certify that the total excess travelling expenses claimed by me have been incurred as a direct result of a change in my place of employment due to reorganisation or other circumstances beyond my control, not referred to in my contract of employment. I also acknowledge my obligation in respect of notification of change in circumstances.

Signature: _____

Date: _____

Certified Correct: _____

Date: _____

Guidance Note for Completion of Excess Travel Form

- Part A Complete personal details
- Part B Complete vehicle details (if applicable)
- Part C Complete previous method of commuting to work, e.g. car, public transport, walking etc along with costs incurred (number of miles travelled or cost of public transport)
- Part D Complete new method of commuting to work, e.g. car, public transport, walking etc along with costs incurred (number of miles travelled or cost of public transport)
- Part E Complete differences in excess mileage/public transport costs for Part C and Part D
- Part F Complete the number of days in the period of claim (either on a two weekly or four weekly basis)
- Part G Complete the number of days in the period of claim less the number of days absent
- Part H Complete the amount being claimed