

Pay Period:	Date:
Input by:	Checked:

## Claim for Travelling and Subsistence Allowance (Overseas) For Officers and Members

Name:	Directorate:	Payroll No:
Journey Commenced:	am/pm on	20
Journey Ended:	am/pm on	20
Nature of Duty:		

Committee Minute (or other authority)	Expenses Authorised by
	<b>Team Manager / Head of Service</b> NB A copy of Page 4 of the authorised FT2 Form including Chief Officer signature must be attached

Travelling Expenses claimed: Mileage and Car Parking should be on a mileage claim Please attach all relevant receipts.		Taxable		Non-taxable	
		£	p	£	p
Travel Costs to/from Airport/Departure Point	SUBS				
Subsistence Allowance claimed: (Transferred from page 4 of Foreign Travel Reconciliation Form)		£	p	£	p
Subsistence @ £30 per Day	SUBS				
Less Personal Expenses to offset (including deductions)	SUBS			–	
Out of Pocket Allowance @ £22 per day	SUBT				
Signature of Claimant:		Calculations checked by:			
Date:					

**NB** An Account Code and Cost Centre only need to be added if the claim is not being charged to the employee's normal Budget Cost Area

Account Code	Cost Centre	Pay Code	Amount	Period	Initial	

