SEAFISH

Sea Fish Industry Authority

Claim for Travelling and subsistence Expenses

(For use by committee members and other non-Seafish personnel)

For the period from		To	

Name		
Name of payee if different from above		

Payment to be sent to	

Committee(s) Attended	

Declarations

1. The journeys and expenses detailed in this claim have been actually and necessarily undertaken and disbursed by me as a participant in the above committee(s) and the allowances claimed are in accordance with the conditions laid down.

2.No other organisation will pay any part of the subsistence allowance claimed.

Signature		Date		

Summary of claim

Total travel and subsistence		
Less: meal provided	less	
		0.00

Approved for payment		Date	
Checked and authorised		Date	

For accounts only

T0 Code		T1 Code		T2 Code	

Notes

1. As far as possible travel should be by the shortest and cheapest means available.
2. When completed, claim should be sent to the appropriate Seafish staff member
3. Authority conditions must be strictly observed. Any neglect in this respect may delay payment of the claim.
4. Receipts (originals) should be submitted whenever possible.

Post to: Name of Seafish staffer

Seafish, Origin Way

Europarc, Grimsby, DN39 9TZ

Journeys made											
Places of call and purpose of journey			Time		Private car						
Date	From	To	Started	Finished	Miles	Rate	Amount	Subsistence	Travelling	Vehicle expenses	Other expenses
						£0.30	£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
							£0.00				
				Totals	0.00	£0.30	£0.00	£0	0	0	0

Name

Vehicle registration

Odometer reading

Date	Start	Finish	Total Miles	Costs	Journey Details