

**Sea Fish Industry Authority**

Claim for Travelling and subsistence Expenses

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



*Seafish References*

Account Code

Journal No.

Section 1: to be completed by external personnel

For the period from 26/01/2015 To 26/01/2015

Name Lee Cooper

Name of payee (if different from above) \_\_\_\_\_

Payment to be sent to Insert name and address of business and or bank details for transfer.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post code: \_\_\_\_\_

Bank Details Branch xxxxxx Bank name: xxxxxx  
 (If applicable) Acc. No. xxxxxxxxxxxxxx Sort code: xxxxxx

Committee(s) Attended Seafish Retail Trailblazer Employer Group (9451301)

**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 [Signature Box]

Date [Date Box]

**Summary of claim**

Total travel and subsistence £86.06

Section 2: to be completed by Seafish

Approved for payment \_\_\_\_\_ Date \_\_\_\_\_  
 (Committee head or Seafish Director)

*For accounts only*

Checked and authorised \_\_\_\_\_ Date \_\_\_\_\_

Workstream \_\_\_\_\_ Project \_\_\_\_\_

**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 secretary of the committee or appropriate Seafish director.
3. Authority conditions must be strictly observed. Any neglect in this respect may delay payment of the claim.
4. Receipts should be submitted whenever possible.
5. For Committee or similar expenses, pls send to your Seafish Project Officer or to:

**Lee Cooper, Seafish, 7 Earls Court, Priory Park East, Hull, HU4 7DY**

Details of travelling and subsistence expenses



Journeys made					Private	Rate	Receipted Costs	
Places of call and purpose of journey					car	£ 0.45		
Date	From	To	Started	Finished	Miles	Amount	Travel, Accommodation, Food&Drink etc.	Amount
26/01/2015	Beverley	York	05:55	---	25.00	£11.25	Private mileage	
	York	Stockport	---	---			2nd class rail fare day return	£43.96
	Stockport	York	---	---			Coffee at York Station	£2.60
	York	Beverley	---	17:15	25.00	£11.25	Private mileage	
							Coffee on train	£2.00
							Parking at York Station	£15.00
Totals					50.00	£22.50		£ 63.56