



Scottish Information
Commissioner

EXPENSE CLAIM FORM	FORENAME(S) Sarah
	SURNAME Hutchison

SECTION A: TRAVEL EXPENSES - MILEAGE / TOLL / PARKING

Date of journey	Reason for journey, start point, places visited, end point	Mileage incurred	Cost per mile (see	Value Mileage Claimed	Bridge Tolls	Parking	Total Travel Expenses
05/12/2018	Advisory Group meeting (St Andrews - Leuchars return)	10	0.45	4.50		1.00	5.50
06/12/2018	Deaf Scotland meeting (St Andrews - Leuchars return)	10	0.45	4.50		1.00	5.50
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
			0.45	0.00			0.00
	Claim for a passenger:		0.05	0.00			0.00
	TOTAL	20		9.00	0.00	2.00	11.00

SECTION B: OTHER TRAVEL / OVERNIGHT EXPENSES / MEALS / REFRESHMENTS

Date of Expenses	Detail / Reason for Expenses	Rail	Taxi or public transport	Accommodation	Meals / Soft Drinks	Alcohol with meal	Total Overnight / Meals
05/12/2018	Advisory Group meeting - Edinburgh	26.10					26.10
06/12/2018	Deaf Scotland meeting - Glasgow	36.50					36.50
							0.00
							0.00
							0.00
							0.00
							0.00
	TOTAL	62.60	0.00	0.00	0.00	0.00	62.60

SECTION C: OTHER BUSINESS EXPENSES

Date of Expenses	Detail / Reason for Expenses						Total Other
							0.00
							0.00
							0.00
							0.00
	TOTAL	0.00	0.00	0.00	0.00	0.00	0.00

SECTION D: CLAIM TOTAL**TOTAL VALUE OF CLAIM****73.60****SECTION E: DECLARATION (TO BE SIGNED BY CLAIMANT)**

I declare that I have incurred the expenses claimed and have made no other claim in relation to the expenses listed above. I confirm that these expenses were wholly, actually and necessarily incurred on behalf of the Office of the Scottish Information Commissioners' business and that the expenses claimed comply with the Travel and Expenses guidance, as set out in the staff handbook and in Allowances Notices, and that any alcohol being claimed was taken with a meal as part of an overnight stay. I have provided a written reason for any missing receipts and am aware that under current Inland Revenue rules I will be taxed on reimbursements made in respect of alcohol and unreceipted expenditure (except mileage, metered parking, bridge tolls and underground rail tickets. In claiming mileage allowance, I confirm my motor insurance policy covers the use of my car whilst on company business.

A valid receipt is attached for each expense claimed

State Yes or No

Yes

If the answer is no, please give an explanation as to why in the box below

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Signed**Date****07/01/2019****SECTION F: AUTHORISATION (TO BE SIGNED BY LINE MANAGER)**

I confirm that to the best of my knowledge and belief the facts given in this claim are correct and that the expenses were wholly, exclusively and necessarily incurred while undertaking official business and that all of the expenses claimed comply with the Travel and Expenses guidance. I also accept the reason for the missing receipts (if applicable)

Signed**Date****07/01/2018****Printed Name**

Margaret Keyse



Scottish Information
Commissioner

EXPENSE CLAIM FORM	FORENAME(S) Sarah
	SURNAME Hutchison

SECTION A: TRAVEL EXPENSES - MILEAGE / TOLL / PARKING

Date of journey	Reason for journey, start point, places visited, end point	Mileage incurred	Cost per mile (see	Value Mileage Claimed	Bridge Tolls	Parking	Total Travel Expenses
10/01/2019	St Andrews to Leuchars (return) (Scottish Parliament - Edin)	10	0.45	4.50		1.00	5.50
25/01/2019	St Andrews to Leuchars (return) (meeting with 442 - Edin)	10	0.45	4.50		1.00	5.50
31/01/2019	St Andrews to Leuchars (return) (OGP Action Plan launch - Edin)	10	0.45	4.50		1.00	5.50
02/02/2019	St Andrews to Leuchars (return) (SFHA - Cumbernauld)	10	0.45	4.50		1.00	5.50
27/02/2019	St Andrews - Haddington (return) (East Lothian Council)	149	0.45	67.05			67.05
			0.45	0.00			0.00
			0.45	0.00			0.00
	Claim for a passenger:		0.05	0.00			0.00
	TOTAL	189		85.05	0.00	4.00	89.05

SECTION B: OTHER TRAVEL / OVERNIGHT EXPENSES / MEALS / REFRESHMENTS

Date of Expenses	Detail / Reason for Expenses	Rail	Taxi or public transport	Accommodation	Meals / Soft Drinks	Alcohol with meal	Total Overnight / Meals
02/02/2019	Travel from rail station to conference venue		12.00				12.00
14/02/2019	Travel from rail station to meeting venue (3 staff)		6.55				6.55
							0.00
							0.00
							0.00
							0.00
							0.00
	TOTAL	0.00	18.55	0.00	0.00	0.00	18.55

SECTION C: OTHER BUSINESS EXPENSES

Date of Expenses	Detail / Reason for Expenses						Total Other
							0.00
							0.00
							0.00
							0.00
	TOTAL	0.00	0.00	0.00	0.00	0.00	0.00

SECTION D: CLAIM TOTAL
TOTAL VALUE OF CLAIM **107.60**
SECTION E: DECLARATION (TO BE SIGNED BY CLAIMANT)

I declare that I have incurred the expenses claimed and have made no other claim in relation to the expenses listed above. I confirm that these expenses were wholly, actually and necessarily incurred on behalf of the Office of the Scottish Information Commissioners' business and that the expenses claimed comply with the Travel and Expenses guidance, as set out in the staff handbook and in Allowances Notices, and that any alcohol being claimed was taken with a meal as part of an overnight stay. I have provided a written reason for any missing receipts and am aware that under current Inland Revenue rules I will be taxed on reimbursements made in respect of alcohol and unreceipted expenditure (except mileage, metered parking, bridge tolls and underground rail tickets. In claiming mileage allowance, I confirm my motor insurance policy covers the use of my car whilst on company business.

A valid receipt is attached for each expense claimed

State Yes or No

Yes

If the answer is no, please give an explanation as to why in the box below

Signed**Date****SECTION F: AUTHORISATION (TO BE SIGNED BY LINE MANAGER)**

I confirm that to the best of my knowledge and belief the facts given in this claim are correct and that the expenses were wholly, exclusively and necessarily incurred while undertaking official business and that all of the expenses claimed comply with the Travel and Expenses guidance. I also accept the reason for the missing receipts (if applicable)

Signed**Date**28/02/2019**Printed Name**

Daren Fitzhenry