ELCAP TRAVELLING AND SUBSISTENCE CLAIM FORM

Team:

MILEAGE AND EXPENSES INCURRED BY: .....

FOR MONTH OF .....200.....

DATE	DETAILS AND PURPOSE OF JOURNEYS	EXPENSES £.	EXPENSES p.	*Out with SU* MILEAGE	*Between Services* MILEAGE
	TOTAL MILEAGE				

Please turn over if you require more space for recording details.

Make of car ..... Approved c.c. .....

..... Miles at 40p mile £

Expenses (Subsistence/Meals/Parking) £

Vehicle Maintenance

ELCAP expects staff to uphold the highest standards of driving and safety when using their car for work purposes. Vehicle maintenance legislation requires ELCAP and staff to ensure the roadworthiness and safe operation of vehicles.

As an employee of ELCAP, I understand that it is my responsibility to check the following areas in my car for roadworthiness and safety and that I hold a Valid Road Tax, MOT Certificate and Vehicle Insurance Certificate that covers me for business purposes.

		Checked	Not Checked
Mechanical	Brakes, oil levels and washer fluid		
Tyres	Pressure, tread depth and condition		
Electrics	All Lights		
Vision	All glass, lenses and reflectors		
Interior	Condition/damage		
Exterior	Condition/damage		

Note: I declare that the above expenses incurred and mileage stated have been undertaken by me for work purposes.

SIGNATURE .....DATE ..... LINE MANAGER.....(MUST APPROVE AND SIGN)

Continued: **DATE**	**DETAILS AND PURPOSE OF JOURNEYS**	**EXPENSES**		***Out with SU***	***Between Services***
		£.	**p.**	**MILEAGE**	
	TOTAL MILEAGE				