# 17Date of claim: Engine Size Address:

Travel & Subsistence Claim Form

# *\**Total claimed distance this year: Name:

***(\*Excluding Current Claim)***

I certify that the expenses detailed in this claim were incurred by me on official business of WSI for the stated purposes. Signature:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of travel** | **From** | **To** | **Mode of****Trans- port** | **Distance in KM** | **Reason for travel** | **Time Absent** | **Cost in €****of mileage, parking, tolls** | **Cost in €****of Sub- sistence** | **Total cost in € for****each journey** | **Code** |
|  |  |  |  |  |  |  | **KM €**  Parking Tolls:  |  |  |  |
|  |  |  |  |  |  |  |  | **KM €**  Parking Tolls:  |  |  |  |
|  |  |
|  |  |  |  |  |  |  | **KM €**  Parking Tolls:  |  |  |  |
|  |  |  |  |  |  |  | **KM €**  Parking Tolls:  |  |  |  |
| **Distance Bands** | **Engine Capacity** | **Subsistence Rates** |  | **Total travel** | **Total sub** | **Grand Total** |  |
|  | **up to 1200cc** | **1201-1500cc** | **1501 & over** | **Night Allowances** | **Day Allowances** |
| **Band 1** | 1-1,500 km | 0.4180 | 0.4340 | 0.5182 |
| **Band 2** | 1,501-5,500 km | 0.7264 | 0.7918 | 0.9063 | **Normal Rate** | **Reduced Rate** | **Detention Rate** | **10 hours or more** | **5 hours****but < 10 hours** | ***Date Paid: Examined By:******Receipts for parking & tolls must be attached*** |
| **Band 3** | 5,501-25,000 km | 0.3178 | 0.3179 | 0.3922 |
| **195.00** | **150.30** | **83.50** | **42.99** | **17.92** |
| **Band 4** | 25,001 & over | 0.2056 | 0.2385 | 0.2587 |