# 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 | |