

Travel & Subsistence Claim Form

Date of claim: _____ Engine Size _____

*Total claimed distance this year: _____ Name: _____
 (*Excluding Current Claim)

Address: _____

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 Transport	Distance in KM	Reason for travel	Time Absent	Cost in €			Total cost in € for each journey	Code	
							of mileage, parking, tolls	Cost in € of Sub-sistence				
							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	Normal Rate	Reduced Rate	Detention Rate	10 hours or more	5 hours but < 10 hours			
Band 2	1,501-5,500 km	0.7264	0.7918	0.9063								
Band 3	5,501-25,000 km	0.3178	0.3179	0.3922								
Band 4	25,001 & over	0.2056	0.2385	0.2587	195.00	150.30	83.50	42.99	17.92			

Date Paid: _____ Examined By: _____
Receipts for parking & tolls must be attached
 Revised: 14 Dec 2023