



Scouting Ireland Expenses Claim Form- SIF 21/10 (Updated Oct 2013)

Name -

Department / Section:
From: To :

Mileage Expenses

Table with columns: Date, From, To, Miles, Kilometres, Purpose of Trip. Includes summary rows for Total Miles / KM's, Normal Rate (0.35 ¢ per mile = € 0.00), Normal Rate (0.2175 ¢ per km = € 0.00), and Total Mileage (€ 0.00).

Accommodation & Meal Expenses

Table with columns: Date, Location, Item, Receipt No., Cost, Purpose. Summary row: € 0.00

Toll; Parking; Bus & Rail Tickets

Table with columns: Date, Item, Receipt No., Cost, Purpose. Summary row: € 0.00

Other Expenditure

Table with columns: Date, Item, Receipt No., Cost, Purpose. Summary row: € 0.00

Summary of Expenses Claim

Summary table with categories: Mileage, Accommodation & Meals, Parking, Bus & Rail Tickets, Other Expenditure. All values are € 0.00. Total: € 0.00

Bank Account Details table with columns: Account Name, Bank Sort Code, Account Number

Nominal Ledger Coding

Table with columns: NL Account, Description, TOTAL. Includes a note: *normally completed by Account Department. Total: € 0.00

I confirm that the above expenses were incurred wholly, necessarily and exclusively by me to discharge my role in Scouting Ireland and that I have endeavoured to achieve the best value for money in each item claimed.

Claimant Signature :
Name Printed:
Date

Approved :
Name Printed:
Date

Claims Procedure: Completed forms must be signed by claimant and the Head of Department and then forwarded to : Accounts Department, National Office, Larch Hill, Dublin 16.

Please note that:

- 1) all expenses must be vouched by valid receipts, and receipts attached.
2) all expenses are paid by Funds Transfer into the bank account you have nominated with the Accounts Department
3) Mileage claims will only be paid to employees where a valid and current insurance certificate in line with Scouting Irelands' Expenses Policy has been provided.
4) It is the responsibility of all claimants making mileage claims to regularly check the road worthiness of their vehicle and to drive in an appropriate and legal manner.