

WHITE PAPER

DAY	DATE *	LEAVING TIME *	RETURN TIME *	PARTICULARS OF JOURNEY **	WHY DID YOU GO THERE?	MILEAGE	SUBSISTENCE		FARES, CAR PARK, CARER COSTS, SUNDRIES SPENT ON		
* These must be completed					Carried forward						

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					TOTALS					

**** State the route taken, showing all places called at. This, together with the times on the left, will be used to determine your eligibility for subsistence payments. Where the journey begins or ends at home this must be stated and mileage claimed should be for the lesser of the distance actually travelled or the distance that would have been travelled if the journey had started or ended at the employee's normal place of work.**

The claim for mileage and expenses are in respect of the vehicle detailed above and journeys/expenses which have been necessarily undertaken as part of my duties. I confirm that my vehicle is insured for business use, is appropriately taxed and holds a valid MOT Certificate (where appropriate). I also confirm that I hold a current valid driving licence for use in Northern Ireland.

I declare that I have spent any expenses claimed.

These expenses agree with the approved scales.

Signature of claimant _____ Date ____/____/____ Certified by _____ Date ____/____/____