Scouting Ireland Expenses Claim Form- SIF 21/10 (Updated July 2022)

Name -		Department / Section:	
		From:	To :

Mileage Expenses

Date	From	To	Miles	Kilometres	Purpose of Trip
		Total Miles / KM's	-	-	

Normal Rate		¢ per mile =	€ 0.00
Normal Rate	0.35	¢ per km =	€ 0.00
Total Mileage			€ 0.00

Accomodation & Meal Expenses

Date	Location	Item	Receipt No.	Cost	Purpose
				€ 0.00	

Toll; Parking; Bus & Rail Tickets

Date	Item	Receipt No.	Cost	Purpose
			€ 0.00	

Other Expenditure

Date	Item	Receipt No.	Cost	Purpose
			€ 0.00	

Summary of Expenses Claim

	TOTAL
Mileage	€ 0.00
Accomodation & Meals	€ 0.00
Parking, Bus & Rail Tickets	€ 0.00
Other Expenditure	€ 0.00
	€ 0.00

Bank Account Details	Account Name		
	Bank Sort Code		
	Account Number		

Nominal Ledger Coding

	NL Account	Description	TOTAL
1			
2			
3			
4			
5			
*normally completed by Account Department			€ 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 endeavour to achieve the best value for money in each item claimed.

Claimant Signature :		Approved :	
Name Printed:		Name Printed:	
Date		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.