

**NORTHAMPTONSHIRE POLICE BRANCH
OF
UNISON**

MILEAGE and SUBSISTENCE / EXPENSES CLAIM FORM

Name _____

Home Address _____

Work Place _____

Date _____

Date	Mode of Travel	Details of Journey etc	Code	Miles	Amount
(a) Sub Total					£

Total number of miles..... X Pence per Mile

Date	Details of All other Expenses (Car Park – Subsistence – Stationary - etc)	Code	Invoice	Amount
(b) Sub Total				£

Total Claim...£.....:..... (a) plus (b)

I declare the Expenses and Allowances claimed were actually and necessarily incurred whilst engaged on official UNISON duties.

Signature..... Date.....