**APPLICATION FOR TRAVEL AND SUBSISTENCE EXPENSES**

1. This application form relates to those who wish to apply for reimbursement of travel and subsistence expenses. You should complete this form if you wish to claim travel and subsistence expenses and you:

(i) (a) have attended or are attending the Inquiry at the request of the Chairman to give evidence or to produce any document or other thing; or

(b) have been informed by the Chairman that you have such a particular interest in the Inquiry or its outcome that your attendance at the Inquiry is justified other than to give evidence or to produce any document or other thing; or

(c) have been informed by the Chairman that you are eligible to claim travel and subsistence expenses; and

(ii) have incurred travel and subsistence expenses as a result of your attendance at the Inquiry; and

(iii) are either

(a) self-employed; or

(b) an employee whose employer or former employer, where your attendance was in the context of your former employment, will not reimburse your travel and subsistence expenses as a result of your attendance at the Inquiry.

2. When completing this form you should refer to the Inquiry Procedure Direction No 5 – Award of Travel and Subsistence Expenses, the Inquiry’s Summary of the Scottish Government’s Guidance on Travel and Subsistence Expenses and the Notes for Applicants at the end of this form.

3. A hard copy of this form can be obtained from the Secretary to the Inquiry upon request.

4. If you have any questions concerning the form please contact the Secretary to the Inquiry.

**Completed forms should be returned to:**

email: [evidence@edinburghtraminquiry.org](mailto:evidence@edinburghtraminquiry.org)

**Section A Personal details**

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| Title: | Initials: | Surname: |

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| Address: |
| Email Address: |
| Telephone number: |

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**Section B Bank details**

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| Bank Sort Code: | Bank Account Number: |

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| Branch Address: |

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**Section C Cost Centre Details (Edinburgh Tram Inquiry use only)**

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| Cost Centre: | Programme Code: | Balancing Entity: |

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**Section D Summary of Claim**

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| --- | --- |
| Start date of claim: | End date of claim: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expense/allowance type: | Unit: | Amount: | Expense/allowance type | Unit: | Amount |
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| Total claimed: | | | | |  |

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**Section E Section F**

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| **Claimant Declaration:** I confirm that I am not being reimbursed these expenses from any other source. I confirm that this claim complies with these rules and conditions, and that the expenses I am claiming were necessarily incurred by me in the course of Inquiry business.  Name (Block Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approval (Edinburgh Tram Inquiry Use only)  Checked by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount due : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Section H Details of journeys and details of expenses incurred

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Receipts must be attached where appropriate** | | | | | | | |
| Date | Time of departure | Time of return | Expense type | Enter where appropriate: Departure point, Names of passengers, Public transport details, description of actual and Miscellaneous expenses, Home address, and overnight address stating if this was Commercial (C) or Private (P) | For travel by Public Transport Enter (PT) | Expense Units e.g miles | Amount claimed |
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| Total carried forward to summary: | | | | | | |  |

**NOTES FOR APPLICANTS**

**Overnight accommodation or items of expenditure of £100 or more**

1. Applicants are reminded that any need for overnight accommodation or where any individual item of expenditure is over £100, approval must be given in advance by the Secretary to the Inquiry, e-mail: [evidence@edinburghtraminquiry.org](mailto:evidence@edinburghtraminquiry.org).

**Part 2: Travel and Subsistence Expenses being claimed**

2. In the column headed *expense type* you should list the expenses being claimed e.g. train tickets, bus or tram tickets and car mileage allowance.

3. Applicants should provide full details of the expenditure. For example, in relation to claims for car mileage, applicants should provide the start and return addresses together with the total number of miles claimed. For daily or 24 hour subsistence rates, applicants should provide the times and places of departure and return.

**Proof such as receipts for each item of expenditure**

**4. Receipts are required for all expenditure except mileage allowances, toll charges, staying with friends allowance and where tickets have been retained e.g at station barriers and car park ticket machines.** If a receipt or used ticket is not attached then this must be stated on the application form giving an explanation of why this is the case.

**Part 3: Your Bank Details**

5. Payment will generally be made by Bankers’ Automated Clearing System (BACS) transfer.

6. Queries relating to the processing of payments should be directed to the Secretary to the Inquiry, telephone 0300 244 1940 or e-mail: info@edinburghtraminquiry.org.uk.

**Part 4: Declaration**

7. Your signature will be treated as confirmation that all the information contained in your application form is correct, to the best of your knowledge.

1. The deliberate submission of a false claim is a criminal offence.

Edinburgh Tram Inquiry

February 2015