|  |  |
| --- | --- |
| **Name** |  |
| **Role (Lay Panellist, Clerk etc.)** |  |
| **Address** |  |
| **Reason for Claim** |  |
|  |
| **Travel** (Public transport – standard class only. Car mileage - for current rates please refer to Expenses Policy.The use of taxis is strictly limited to exceptional circumstances. The reason for using a taxi should be explained briefly on the expenses claim form.) |
| Date(s) | Mode (Train, bus etc.) | From | To | Total (£) including VAT |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Total** |  |  |
| **Subsistence** |
| Date(s) | Description | Total (£) including VAT |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  | **Total** |  |  |
| **Fees** |
| Date(s) | Description: Lay Panellist – half day £150, whole day £300 Clerk – half day £100, whole day £200 | Total (£) including VAT |
|  |  |  |  |
|  |  |  |  | **Total** |  |  |
| **Other** (printing, congestion charge, hospitality etc.) |
| Date(s) | Description | Total (£) including VAT |
|  |  |  |  |
|  |  |  |  | **Total** |  |  |
| **Authorised (Overnight) Accommodation** |
| Date(s) | Description | Total (£) including VAT |
|  |  |  |  |
|  |  |  |  |
| ***Please note all claims must be accompanied by original receipts*** |  |  |  | **Total** |  |  |
|  |  |  |  |  |  |
|  | **Grand Total (£)** |  |  |
|  |  |  |  |
| **Claimant** |  | ***COIC Use Only*** |
| Signed |  |  | *Confirmed* |  |  | *Paid* |  |
|  | *Date* |  |  | *Date* |  |
| Date |  |  | *Authorised* |  |  | *Cheque no (if applicable):* |
|  | *Date* |  |  |  |