

Basic information:

Employer	
Personnel Number	
National Insurance number	
Name	
Home Location	
Workbase Location	
Mileage from Home to workbase	
Car Registration number	
Fuel Type	
Engine Size	

To avoid delay processing your Paper Claim, please refer to "Guidance" tab and provide all the information required

No. of Taxable Business Miles is miles reimbursed for home to workbase. Only to be used in exceptional circumstances with the agreement of your employer, i.e. employee was unexpectedly called to an emergency in the middle of the night and they couldn't take public transport.

Mileage Claim:

Date of Journey	Details of Journey (post code)		Purpose of Journey	Total No. of Miles Travelled	No. of Business Miles to be paid	No. of Taxable Business Miles	Cost Centre	Number of passengers
	From	To						

Total miles		
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Expenses Claim:

Date of Expense	Expense Type	Purpose of Claim Additional Information	Total Amount including VAT	Does the Item include VAT? Yes/No	Cost Centre

Total	£
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Declarations**Employee**

I certify that the journeys, mileage and expenses I am claiming are accurate and were necessary for business purposes. I hold a full current driving licence and at least a third party insurance policy, including cover for business mileage and passengers, relating to the vehicles used for these journeys. The vehicles are roadworthy and where required have a valid MOT certificate. I confirm that I hold and will retain appropriate VAT receipts for; the purchase of fuel and those expenses which include VAT. Receipts for other expenses will also be retained. By signing here I confirm my agreement to Hampshire County Council processing my personal data for the purpose of reimbursing these expenses.

Signature of Employee	
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Date	
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Authorisation

All the journeys shown in this claim were authorised and are reasonable.

Signature of authorising officer	
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Print Name	
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Date	
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The GDPR and Data Protection Act 2018

Hampshire County Council collects information about you in order to reimburse expenses. We will use the information to process the payment. The legal basis for our use of this information is for the performance of a contract. We will keep the information you provide for seven years from the end of your employment. You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection webpage for further details. You can contact the County Council's Data Protection Officer at data.protection@hants.gov.uk If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Please submit your completed form to Payroll Support via "My Enquiry".

For Non-School Staff Use this form if you are unable enter a claim via ESS. Claims submitted using this form will only be paid when approved by an individual within your organisation with the correct level of authority.
For School Staff Please complete this form and give it to the Admin Officer (or equivalent) in the school office. They will then process your claims on your behalf.

Basic information:

Employer	This is to identify your organisation.
Personnel Number	You can find your personnel number from your payslip.
National Insurance Number	You can find your National Insurance Number from your payslip.
Name	This is to identify the member of staff.
Home Location	This is to identify any enquiry related to your home to work mileage or vice versa.
Workbase Location	This is to identify any enquiry related to your home to work mileage or vice versa.
Mileage from Home to Workbase	This is to identify any enquiry related to your home to work mileage or vice versa.
Car Registration Number	Mandatory
Fuel Type	Mandatory
Engine Size	Mandatory

Mileage Claim:

Date of Journey	Mandatory
Details of Journey (post code)	Please provide post codes from start to end.
Purpose of Journey	Please provide of one the following: - Client Visit, External Meeting, Internal Meeting, Site Visit, Training or Working from another location
Total No. of Miles	This is the total number of miles including home to work and vice versa.
No. of Business Miles	This is the total number of business mileage.
No. of Taxable Business Miles	This should only be used in exceptional circumstances with the agreement of your employer.
Cost Centre	Please provide a correct cost centre.
Number of passenger	If you have passengers during your journey please add the number to the relevant box.
Total miles	Please add the total in columns "G " and "H" and enter them in the boxes provided.

Expenses Claim:

Date of Expense	Mandatory
Expense Type	Please ensure you provide details of your expense claim.
Total Amount including VAT	This is the gross figure which includes the VAT amount.
Does the Item include VAT?	Type "Yes" if you have a VAT receipt otherwise please enter "No". A VAT receipt should include a VAT number and the deduction rate i.e. 20%, 5% or 12.5%.
Cost Centre	Please provide a correct cost centre.

Declaration:

Signature of Employee	Mandatory
Date	Mandatory
Authorisation	Please ensure Paper Claim has been authorised prior submitting to Payroll Support.
Print Name	Mandatory
Date	Mandatory