



CHADD

TRAVEL ALLOWANCE FORM

SCHEME:
 NAME: MONTH:

DATE	DETAILS OF JOURNEY	NATURE OF BUSINESS	PASSENGER/S SIGNATURE/S	Total at .45 p	Total over .45 p
TOTAL:					

OFFICE USE		Budget Control											
Miles @ _____ = _____	Miles @ _____ = _____	Previously Claimed	<table border="1" style="width:100%; height: 20px;"><tr><td> </td><td> </td></tr></table>										
		This Claim	<table border="1" style="width:100%; height: 20px;"><tr><td> </td><td> </td></tr></table>										
		Total	<table border="1" style="width:100%; height: 20px;"><tr><td> </td><td> </td></tr></table>										
<table border="1" style="width:100%;"> <tr><td>Mileage Cost:</td><td> </td></tr> <tr><td>Rail Travel:</td><td> </td></tr> <tr><td>Bus Travel:</td><td> </td></tr> <tr><td>Car Parking:</td><td> </td></tr> <tr><td>Total Cost:</td><td> </td></tr> </table>		Mileage Cost:		Rail Travel:		Bus Travel:		Car Parking:		Total Cost:			
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Rail Travel:													
Bus Travel:													
Car Parking:													
Total Cost:													
EMPLOYEE SIGNATURE:		AUTHORISED:											

NOTE: Travel allowance is currently 0.45 pence per mile, however if you have passenger/s travelling with you on company business the allowance is an extra 0.5 pence per mile for each passenger.