|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Type | Date & Description | Miles/rate | Total |
| Transport (please include tickets)  Mileage rate = 45p per mile (car) 24p per mile (motorbike) |  |  |  |
| Car Parking |  |  |  |
| Other |  |  |  |
| Total claimed |  |  | £ |

Signed:

Date:

**Your BACS details.**

|  |  |
| --- | --- |
| Sort Code: |  |
| Account number: |  |

Please note SDSS expects you to claim reasonable expenses and encourages you to do so. Normal payment runs are by the 15th and 3rd last working day of each month. If the expense is likely to create hardship for you, please email to request an earlier repayment.

**Administration only**

Authorised by:

Date:

Please complete and return  
**(with original receipts as appropriate)** to:-

Jeremy Adderley,  
SDSS Operations Manager,  
Norton Park,  
57 Albion Road,  
Edinburgh, EH7 5QY

For faster response email a PDF copy with legible scans of tickets to: finance@sdsscotland.org.uk