





OAP	7.4.6
ISSUE DATE	June 2006
AUTHOR	A Theakston
SHEET	2 of 2
FORM N <sup>o</sup>	1

The College's scheme of car allowance provides: "Public conveyance must be used on all appropriate occasions."

Please state justification for using car: \_\_\_\_\_

I claim the amounts shown overleaf and declare that I have necessarily incurred expenditure on the items for which subsistence allowance is claimed.

Date: \_\_\_\_\_ Signature of Claimant: \_\_\_\_\_

The claimant is entitled to receive the expenses and allowance shown, amounting to £ : in accordance with the College's scales. I certify that, taking into account the value to the College of the saving of officer's time, and all other relevant circumstances, the officer was justified in using his car instead of public transport; and that the total cost of the journey to the College including the value of the officer's time, does not exceed that total cost if public transport had actually been used.

Chairman / Clerk to the Governors: \_\_\_\_\_

- The final clause of the certification may be deleted where:
1. The claimant used Public Conveyance, or
  2. The use of the car was justified on the grounds of urgency

**RECEIVED** from Hartlepool College of Further Education

\_\_\_\_\_ pounds \_\_\_\_\_ pence  
in respect of the claim entered overleaf

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

£ : \_\_\_\_\_

<b>FINANCE</b>		
<b>COST CENTRE</b>		
<b>ACCOUNT CODE</b>		
<b>GROSS AMOUNT</b>		
<b>VAT AMOUNT</b>		
<b>NET AMOUNT</b>		