

Expenses Claim Form



This form is to be used by External Verifiers to claim expenses for work carried out for SQA relating to Approval and Verification activities, or for attending training and standardisation events. The form should be completed electronically, printed, signed and posted with receipts to **HN & Vocational Qualifications, Scottish Qualifications Authority, Freepost RRAE-USXR-GHXJ, Glasgow, G2 8DQ.**

1. Claimant Details

Name NI Number
 Address Postcode

2. Claim Details

Type of Work/Visit/Event
Departure: Date Time Travel Time to Destination
Return: Date Time Travel Time from Destination
Visit: Date Time Visit Started Time Visit Finished
 Or **Remote:** Total hours spent on **remote** approval/verification/prior

Centre/Venue Name Centre Number
 Verification Group Name Verification Group Number
 Additional Comments

3. Travel Expenses

(All receipts must be included. The current mileage allowance is £0.32 per mile) **Subtotals**

Air/Rail/Bus/Taxi Fares, Car Parking and Tolls			
Car Miles	Motorcycle Miles	Passenger Miles	
Subsistence £	Postage £	Telephone £	
			Total

4. Declaration

Please tick one box for each of the following statements:

I confirm that I carried out this activity in	My own time	My employer's time
The activity duration was	Half Day	Full Day

Name of Main Employer

Main Employer's Signature **Date**

Claimant's Declaration - I hereby certify that the expenses detailed above have been *actually* and *necessarily* incurred by me on SQA business and that the claim in every way conforms with current allowance rates and other regulations as defined by SQA. I have noted, when using my vehicle on SQA business, the requirement to have a valid driving licence, insurance cover for business use and the necessity to ensure the general roadworthiness of the vehicle, (any claims in excess of current allowances must have prior authorisation and be submitted with supporting documentation).

Claimant's Signature

Date

SQA Use Only

	Payment Details :- Fees	£		Expenses	£
Entered by				Date	
APS Schedule Ref.				Date	
Authorised by				Date	

Own Time - Full Day £174.65 / Half Day £87.32 Employer's Time - £17.10 SEV Training - Full Day £166.80/ Half £83.40
 Authorised Double Bank Visit - Full Day £194.60 / Half Day: £97.30 EV Training - Full Day £149.70/Half £74.85