



Education Resources

Parent Council - travelling and subsistence expenses (form PC Clerk 2)

You can complete this expenses form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to Anne Wilton, Operations Service, Education Resources, Council Offices, Almada Street, Hamilton, ML3 0AE.

Parent Council					
Claimant's name			Home address		
Car registration no			Make		cc

Date	Depart time	Time of return	Authorised duty	Details of journey	Mileage	Fares claimed	Subsistence claimed	Other expenses

I certify that the mileage and expenses shown above have been necessarily and actually incurred by me on the business of the Parent Council

Signed **Date**

Chairperson's certification

For more information or if you want this information in a different format or language, please phone 01698 454450 or email parents@southlanarkshire.gov.uk

Miles at	p	= £	
Fares		= £	
Subsistence		= £	
Other expenses		= £	
Total claim		= £	