

## NIMDTA Expense Form

Date	Departure		Arrival		Mileage	Passenger(s) Please State names	Fares	Registration/ Course Fees	Locum/ loss of Earnings	Subsistence/ Hospitality/ Other	Reason for Journey
	From	Time	At	Time							
Finance Use Only	PL Code: _____		Totals		miles @ _____	= £ _____	_____	_____	_____	_____	Total: _____

**Car Details (Please Complete)**

Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Engine cc: \_\_\_\_\_

In submitting this form I declare that my journey was made for NIMDTA purposes relevant to the functions of NIMDTA and no claim is being made under any other authority. (The information on this form may be made available to other departments/agencies for the purpose of preventing or detecting a crime.)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**This Section Must Be Completed**

First Name: \_\_\_\_\_  
 Surname: \_\_\_\_\_

All payments will be made direct to your bank account. Please visit the NIMDTA website for expense guidelines.

Sort Code  

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Bank Account Number  

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All expense forms must be supported by receipts. Failure to provide such evidence will prevent Payment

Address (must be completed)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTACT TEL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Study Leave Expenses Only**

**Study Leave Application No:** \_\_\_\_\_