

Guidance Notes for Member Representatives Claiming Expenses – March 2021

Dear _____

Please find the TD85 + Excel looking spreadsheet forms attached in order to claim expenses.

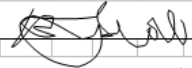
1. TD85 form (Request for Payment)

Please complete the ‘Payable To’, ‘Bank Details’ and ‘Payee Address’ sections so that the money can be paid directly into your bank account.

PLEASE NOTE: The following sections on the TD85 will be completed by the Corporate Governance Manager. Finance Department will complete the table in the bottom right hand corner.

From, To, Details (2) + £ & p, Certified by (3), Designations, Date

Please use this form to enter the details of the expenses you wish to claim. Example below:

Date and Month	Time		Starting Point	*Journey Places visited and purpose	Finishing point	Vehicle Mileage				Official		Fares/Tolls/		Subsistence	
	Leaving	Return				No. of Miles				Passengers		Parking		Allowance	
						Actual Business Mileage	Payable Business Mileage	Actual P/T Miles	Payable P/T Miles	Name	Pass Miles	£	P	£	P
05/01/2008			N. Abbot	Torbay Hospital - Governance Board	N. Abbot	8	8					2	40		
28/01/2008			N. Abbot	Torbay Hospital - Mutual Development Group	N. Abbot	8	8					2	40		
05/02/2008			N. Abbot	Torbay Hospital - NED Interviews	N. Abbot	8	8								
25/02/2008			N. Abbot	English Riviera Centre - Governance Board	N. Abbot	10	10								
TOTAL CARRIED OVER						34	34					4	80		
*To be completed in all cases where subsistence is claimed.															
Please refer to the policy when claiming vehicle mileage.										Signature					
Important note: Please submit your travel claim as soon as possible or before three months have elapsed. Governors are reminded that claims which are more than three months old will not be paid unless there are extenuating circumstances.										Date	01/03/2008				

Please sign and date the form here

2. Please note that forms must be submitted as soon as possible or before three months have elapsed. The Foundation Trust Office will send reminders throughout the year to ensure claims are processed on time.

3. Please send completed forms either via email to foundationtrust.tsdf@nhs.net or via post to:

Corporate Governance Manager
 C/o Foundation Trust Office
 Hengrave House
 Torbay Hospital
 Lowes Bridge
 Torquay
 TQ2 7AA