

HOME ISLAND LEAVE TRAVEL CLAIM

Name: _____ Payroll No: _____

Post title: _____

Post number: _____ Salary level: _____

Department: _____ Ministry: _____

Is your spouse or de-facto partner a Public Servant?: Yes No

If your answer is yes, please state name of spouse/de facto: _____

What Department does he or she work in: _____

Has Your spouse/de facto partner submitted a claim for Home Island Leave Travel?: Yes No

Have you or your spouse/de facto partner submitted a claim for Home Island Leave Travel in the current leave year? : Yes No

Has Ministry HRO confirmed this with other Ministry: Yes No
(Ministry HRO use only)

NAME AND AGE OF CHILDREN

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

TRAVEL ARRANGEMENTS:

Describe the most direct route between work station location and home island location:

State the actual route to be undertaken with dates and method of transport:

If the shortest route is not being undertaken please state why?

TRAVELLING OFFICERS CERTIFICATION:

I certify that the above information is correct and true and undertake to obtain receipts/produce ticket stubs for every journey made.

Signature: _____ Date: _____

DIRECTOR/DIRECTOR-GENERAL OR SECRETARY, OPSC CERTIFICATION

I certify that the above details are correct and authorise the officer to undertake the route shown .

Signature: _____ Date: _____

UPON RETURN FROM HOME ISLAND

DETAILS OF ACTUAL JOURNEYS UNDERTAKEN TO AND FROM HOME ISLAND

DATE OF JOURNEY	FROM (PLACE)	TO (PLACE)	METHOD OF TRANSPORT	COST VT.	RECEIPT NO. (attached)
SUMMARY	TOTAL COST _____ VT		75% CLAIM _____ VT		

TRAVELLING OFFICER'S CERTIFICATION

I certify that I have incurred the expenses detailed above, that all attached receipts are genuine and that I (or my spouse/de facto partner) have not previously submitted a claim for re-imbusement.

Signature: _____ Date: _____

DIRECTOR/DIRECTOR-GENERAL OR SECRETARY, OPSC CERTIFICATION

I certify that the above actual journeys and expenses are reasonable, that the details have been recorded in the Ministry/OPSC and that the officer and/or spouse has not made a previous claim for these expenses.

Signature: _____ Date: _____

Officer and Department of Finance advised on : _____