

## Stiùireadh/Guidance

### NEW EXPENSES CLAIMS FORMS – COMPLETED SAMPLE IN FOLLOWING PAGES

We now need everyone to submit claims electronically to enable us to record carbon use. Therefore, hand-written claims can no longer be accepted as the carbon use is calculated using the figures you provide in the spreadsheet and will appear in the box GUALAN GA LEIGEIL FA SGAOIL. We will add those figures monthly for all staff, Board and project expense claims to build up an annual picture of carbon use.

To begin your claim, go to the 'Detail' tab and enter your name (Ainm) at the top along with the start (Bho) and end (Gu) dates to which the claim refers. This will automatically place that information in the correct box in the 'Summary' tab, so you needn't do it twice.

For each type of expense, please put in the date (Ceann-latha) it was incurred. Please put in details (Àite) of where the journey was from and to.

For all modes of transport please put in the number of people travelling (Àireamh a' siubhail), the mileage covered (Mìltean) under the appropriate mode (Itealan = Plane, Treàna = Train, Bus = Bus, Tacsì = Taxi) **and** the cost (Cosgais) except in the case of car travel (Càr = Car) since mileage will be calculated automatically.

***Please note that you will be able to get mileage for journeys by Googling 'mileage by air between Glasgow and Stornoway' or 'mileage by train between Kyle and Inverness' etc.***

For other (eile) expenses you just need to put in the cost (Àite-fuirich = Accommodation, Biadh = Food, Eile = Other) using a separate row/line for each.

In the right-hand column (adhbhar) please state the reason for your journey (e.g. Board meeting or Visit to Fèis XXXX, or YMI, or Sgoil Shamhraidh Dràma etc).

To finish off your claim go to the 'Summary' tab and complete the details not already completed automatically from entries in the 'Detail' tab (Seòladh = Address and Nòtaichean = Notes [for any explanation you want to include]).

If you are claiming electronically, please use an electronic signature (jpeg or similar) or enter your name (Ainm-sgrìobhte) followed by 'submitted electronically' and e-mail it to [anne@feisean.org](mailto:anne@feisean.org) or, in the case of YMI claims, to your local coordinator for checking.

If you are printing out your form, once completed, and claiming by post please remember to sign the form (Ainm-sgrìobhte) and post it to Anne Willoughby, Fèisean nan Gàidheal, Meall House, Portree, Isle of Skye, IV51 9BZ.

In either case, if you would like paid by BACS, enter your bank details (Còd Banca = Sort Code, Àireamh Chunntais = Account Number, Banca = Bank Name [RBS, Bank of Scotland, Clydesdale etc]).

***In all cases, receipts must be submitted for all expenses other than car mileage.***

If you claim expenses frequently, save your details once and there should be no need to enter them again. All that would need to be changed will be dates, journey expenses etc.



Taigh a' Mhill, Port-Rìgh, An t-Eilean Sgitheanach, IV51 9BZ  
Fòn: 01478 613355  
Post-d: brath@feisean.org

## Foirm Iarrtais Cosgaisean

Tagradh airson cosgaisean eadar  agus

Ainm

Seòladh

### Cosgaisean siubhail (le dearbhadh ma ghabhas)

Càr	<input type="text" value="226"/> m @ 30.0 sg	<input type="text" value="£67.80"/>
Dòighean siubhail eile		<input type="text" value="£22.80"/>
Cosgaisean eile		<input type="text" value="£40.50"/>

**Iomlan ri phàigheadh**

### Nòtaichean

### Dearbhadh

Tha an tagradh seo fìor agus a-rèir riaghailtean sgeama cosgaisean Fèisean nan Gàidheal

Ainm sgrìobhte \_\_\_\_\_ Arthur Cormack (submitted electronically) \_\_\_\_\_

Ceann-latha

**GUALAN GA LEIGEIL FA SGAOIL**  kgCO2

### Pàigheadh dhan banca

Còd Banca   
Àireamh Chunntais   
Banca

