



Paperless Expenses Claims Instructions

RYEDALE DISTRICT COUNCIL  **Ryedale Expenses**
Submit Expense Claims online



Expense Claim

Name Home Address

08/04/15

By Car Rate per Mile(£): Amount Claimed (£): Fares or other journey costs (£):

15/04/15

By Car Rate per Mile(£): Amount Claimed (£): Fares or other journey costs (£):

Expense description Expense Amount (£)

Attach a receipt

Total number of miles claimed 0
Total mileage amount claimed (£) 0.00
Total fares claimed (£) 0.00

Total expenses claimed (£) 0.00

Grand Total Claimed (£) 0.00

By choosing to submit this claim electronically I declare that:
- I have necessarily incurred expenditure on travelling and subsistence.
- I have actually paid the amounts shown above as total fares for the purpose of enabling me to perform approved duties as a member of the Ryedale District Council and that the amounts claimed are strictly in accordance with the rates determined by Ryedale District Council.

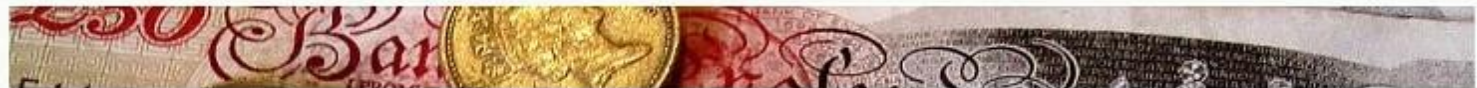
Each month you will receive an email with a link to your expenses form.

The form will be pre-populated with the names and dates of the meetings we know you have attended.

Check the meetings and add the details requested such as times and miles etc.

The mileage "Amount Claimed" will be calculated automatically.

You can then add additional meetings/ events etc that you have attended during the month, as follows.



Expense Claim

Name Home Address

Expense description Expense Amount (£)

Attach a receipt

Total number of miles claimed 72
Total mileage amount claimed (£) 32.40
Total fares claimed (£) 0.00

Total expenses claimed (£) 2.50

Grand Total Claimed (£) 34.90

By choosing to submit this claim electronically I declare that:

Complete the details of the meetings we know you have attended.

By clicking "Add a Journey" you can add details of other meetings you have attended.

If you have a receipt for an expense you incurred, photograph the receipt, save to your files and then add it to your claim by clicking "Browse" and navigating to the photo.

If you have more than one receipt, please group them together and take one photo of them all.

Name Nicki Lishman Home Address here

03/03/15 Pickering 14:00 Pickering 17:30 Full Council R House

By Car No Of Miles: 16 Rate per Mile(£): 0.45 Amount Claimed (£): 7.20 Fares or other journey costs (£): 0

dd/mm/yy Depart From Time Return to Time Land Drainage Group Place

By Car No Of Miles: 0 Rate per Mile(£): 0.45 Amount Claimed (£): 0 Fares or other journey costs (£): 0

Add a Journey Remove Last Journey

Expense description Expense Amount (£) 0

Add an Expense Remove Last Expense

Attach a receipt Browse..

Total number of miles claimed 16
Total mileage amount claimed (£) 7.20
Total fares claimed (£) 0.00

Total expenses claimed (£) 0.00

Grand Total Claimed (£) 7.20

By choosing to submit this claim electronically I declare that:
- I have necessarily incurred expenditure on travelling and subsistence.
- I have actually paid the amounts shown above as total fares for the purpose of enabling me to perform approved duties as a member of the Ryedale District Council and that the amounts claimed are strictly in accordance with the rates determined by Ryedale District Council.
I declare that the statements above are correct. Except for the claims above, I have not made and will not make any claim under any enactment for travelling or subsistence expenses in any connection with the duties indicated above.

Save Submit Claim

Claim updated

If you wish to save the claim and return to it later, click "Save".

You can access your claim from the link in the original email you were sent.

Once you've completed all the details, select "Submit" to submit your claim.

Ryedale Expenses - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ryedale Expenses x Ryedale Expenses x receipt - Google Search x +

https://expenses.ryedale.gov.uk/index.php?option=com_rsf&formid=9&claimkey=DO1537&stage=comp

15/04/15 Pickering 17:15 Pickering 20:00 Planning Ryedale House

By Car No Of Miles: 16 Rate per Mile(£): 0.45 Amount Claimed (£): 7.20 Fares or other journey costs (£): 0

22/04/15 Pickering 9:00 Pickering 15:30 York Gathering York Office

By Car No Of Miles: 40 Rate per Mile(£): 0.45 Amount Claimed (£): 18.00 Fares or other journey costs (£):

Expense description Park and Ride York Expense Amount (£) 2.50

Total number of miles claimed 72
Total mileage amount claimed (£) 32.40
Total fares claimed (£) 0.00

Total expenses claimed (£) 2.50

Grand Total Claimed (£) 34.90

By choosing to submit this claim electronically I declare that:
- I have necessarily incurred expenditure on travelling and subsistence.
- I have actually paid the amounts shown above as total fares for the purpose of enabling me to perform approved duties as a member of the Ryedale District Council and that the amounts claimed are strictly in accordance with the rates determined by Ryedale District Council.
I declare that the statements above are correct. Except for the claims above, I have not made and will not make any claim under any enactment for travelling or subsistence expenses in any connection with the duties indicated above.

Claim updated
The file receipt.jpg was uploaded. Any Future receipt uploads will over write this.

The has been submitted and is now locked from further changes. Claim updated
The file receipt.jpg was uploaded. Any Future receipt uploads will over write this.

The claim is now with Democratic Services for processing.

Your Profile

© 2015 Ryedale Expenses Back to Top

Start | Inbox - Microso... | 2 Reminders | Your expenses c... | Live Menu for N... | Ryedale Expe... | *S:\Personal Fo... | 10:45

You will see a confirmation on screen and receive a confirmation email.