

**Adults and Communities**  
**Reward and Recognition Policy**

**Claim form**

Please complete this form to claim payment and reimbursement of expenses for people who participate in Adults and Communities engagement activities.

**Please use CAPITAL LETTERS when completing the form**

<b>Your name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email</b>	

**How do you wish to receive payment?** (please tick one choice)

Voucher ☐ Hourly payment ☐

**Type of Engagement Activity**

Title of engagement activity	
Date it was held	
Name of the event organiser	
For how many hours did you attend the event? <i>(round up to nearest half hour)</i>	
<b>Total you are claiming to attend this event</b> <i>(£7.50 per hour)</i>	£

<b>Your signature</b>	
<b>Date</b>	

**Travel expenses claim to and from the event** (please fill in as applicable)

<b>By public transport</b> (bus, tube, overground rail) <i>Please submit a receipt with this form.</i>	<b>Amount claimed</b> £ _____
<b>By car</b> <i>We pay 46p per mile to and from home address to the event venue</i>	<b>Miles driven</b> _____ <b>Amount claimed</b> £ _____
<b>Parking Charges</b>	<b>Parking Venue</b> _____ <b>Time Parked</b> _____ <b>Total Parking Charges</b> £ _____
<b>Other travel expenses</b> – for example, by taxi or minicab  <i>Please note – we will only reimburse taxi or minicabs charges in exceptional circumstances, for example if the person needs to travel by taxi for medical reasons or because it is impractical to use an alternative form of transport. Please get agreement to claim from the facilitator <u>before</u> the engagement activity.</i>	<b>Amount claimed</b> £ _____

**Please send your completed form to:**

Engagement Officer, Adults and Communities,  
 7<sup>th</sup> Floor, Barnet House, 1255 High Road, London N20 0EJ  
 Email – [engage.adults@barnet.gov.uk](mailto:engage.adults@barnet.gov.uk) or phone 020 8359 4712

**Please note:**

1. It is your personal responsibility to declare reward payments received from us to Jobcentre Plus or other benefits agencies and to HMRC in respect of tax liability.
2. Adults and Communities will share information collected as part of this reward scheme with Benefit Administrators where it is legally allowed.
3. The London Borough of Barnet Council is registered under the Data Protection Act 1998 (the Act) for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the requirements of the Act. Information you provide may be shared with other public sector organisations or services for the prevention and detection of crime. Further information relating to your rights under the Data Protection Act will be sent to you on request.

**Office use only:**

<b>Receipt checked</b>		
<b>Claim authorised by</b>		
<b>Job title</b>		
<b>Date</b>		
<b>Cost centre</b>		
<b>Voucher sent</b>	<b>Posted</b>	<b>Collected at meeting</b>

November 2015