

Collective Unit Travel at Public Expense - (Other than Camp Travel)

ACCTS FORM 4
(Rev March 04)

Wing Sqn

UIN Regional Ref No.

Destination Date

Purpose

Method of Travel:

Coach: Company
Estimated Cost

Hire Vehicle: Company
Estimated Cost

FOR ACCTS OFFICE USE

TXN NUMBER

CHEQUE NO

LIVERPOOL DISC

UIN

RAC

VAT CODE

LPC

Squadron Owned Vehicles: Note: The passenger list overleaf must be completed when using Squadron Owned Vehicles.

Registration Seating Estimated Mileage Estimated No. of passengers excluding driver

Public Transport – Rail/National Express/Air. Note: Receipts/tickets **MUST** be provided.

Company

Cost: Adults: @ £ = £
Cadets: @ £ = £

Date: Signature:

Rank and Name: OC Sqn

Authority by Wg AdO: Authority is/is not given for travel at public expense for the journey described above.

Date:

Rank and Name: Signature: Wg Ad O

Certificate by OC Sqn: This is to certify that the journey as above was made/cancelled on the date specified. Where a hire vehicle or SOV has been used, the driver is correctly licensed and is familiarised, through training and/or experience, with the vehicle to be driven. The personnel were conveyed in the vehicle supplied:

1: (SOV claims only) By the squadron and the **actual** mileage claimed is miles.
Actual number of passengers **excluding** driver

2: By the company at the cost quoted above and the original invoice (and petrol receipts if applicable) are attached for settlement.

Date:

Rank and Name: Signature: OC Sqn

Payment (Authority by Wg AdO)

1: Proportion to be met from Squadron funds: £

2: Amount (remainder) payable from public funds: £

Date:

Rank and Name: Signature: Wg Ad O

Payment to be made to

Accounts use only:

Certificate of Accounts Officer

- Payment has not previously been made and an Accts Form 4 has not previously been passed for payment.

Signature of Accounts Officer

Notes:

- 1: Any changes to Coach or Self Drive Hire quotations are to be forwarded to Wing HQ at the earliest opportunity. Competitive tenders are to be supplied where the journey exceeds 75 miles single distance.
- 2: Cadets are expected to make their own way to their Headquarters and hired vehicles must not be used for this purpose. The departure/return points for any visit will normally be the unit Headquarters.

Passenger List

No	RANK	NAME	No	RANK	NAME
1			35		
2			36		
3			37		
4			38		
5			39		
6			40		
7			41		
8			42		
9			43		
10			44		
11			45		
12			46		
13			47		
14			48		
15			49		
16			50		
17			51		
18			52		
19			53		
20			54		
21			55		
22			56		
23			57		
24			58		
25			59		
26			60		
27			61		
28			62		
29			63		
30			64		
31			65		
32			66		
33			67		
34			68		