

SUNDAYS AND PUBLIC HOLIDAYS ONLY

(1) Date or dates	(2) Detached duty or relief duty station	(3) Daily travel between residence and D/D or relief duty station *Single/Return		(4) Daily travel between residence and H.Q. or normal station *Single/Return		(5) Adjusted differential in hours (col 3 less col 4)		(6) Number of days claimed	(7) Number of hours claimed (col 5 x col 6)		(8) *Time off* given	(9) Excess hours claimed for payment (col 7 less ½ col 8)	(10) Remarks (see (c) in claimant's declaration)
		Average time		Average time		Hrs.	Mins.		Hrs.	Mins.			
		Hrs.	Mins.	Hrs.	Mins.								
TOTAL												Carried forward to summary below	

*Delete as necessary

I declare that:—

- (a) the details given above are correct;
- (b) the differential travelling time claimed was incurred wholly outside conditioned hours;
- ∅ (c) change of residence was allowable/was not allowable.

Signature of claimant

	Total hours (from reverse and above)	PLUS		MINUS		Net total	Rate per hour	Payment due	
		Hours from previous period for which neither time off has been taken nor claim made	Week/Period ending	Hours carried to employment record and paid					Hours carried forward for time off to be taken or claim to be made in next period
					Hours				
Weekdays						Plain time		£	
Sundays and Public Holidays						Double time		£	
TOTAL								£	
†								Carried to current employment record period ending	

I certify I am satisfied that the differential travelling time claimed was necessary and is reasonable and that no time-off has been or will be allowed in respect thereof except as noted above.

Signature and rank of certifying officer

Date

† Delete if not relevant.

∅ Where claimant was allowed to change residence but voluntarily travelled daily the amount of daily travelling expenses, day subsistence and the appropriate rate of night subsistence or lodging allowance should be shown in the "Remarks" column.