

**Annex N**

Participant expenses, allowances and incentives form

**For participants and project staff to complete**

This form must be completed whenever a participant is reimbursed for their expenses, or where they are given an allowance or incentive of some kind. All items must be used exclusively for ESF purposes.

Part one: Summary

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| **Organisation:** |       |

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| --- | --- |
| **Participant name:** |       |

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| --- | --- |
| **National Insurance number:** |       |

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| **Customer reference number:** |       |

Part two: Expenses

Describe the nature of the expense as fully as possible:

* If the expense relates to travel, provide full details of the journey, along with your ticket or receipt. For example, “Bus journey from home to a Health and Safety Course at 12 Charlton Place, Any town, AB1 2CD, actual date”.
* If the expense relates to something else, make sure it’s an eligible expense and explain why this expense was needed.

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| --- | --- | --- |
| **Description** | **Date** | **Amount** |
|       |       |       |
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|  | **Total** | **£**      |

You **must** provide proof of the expense, such as a receipt of your journey.

You must be confident that all participant expenses represent good value for money, this should be documented below.

For example, if a bicycle has been provided, the evidence should include the cost/benefit of the purchase compared to other transport options linked to the ESF specific activities and participant action plans.

Please continue on supplementary sheets if required.

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Part three: Allowances and incentives

Describe the nature of the allowance or incentive as fully as possible. You’ll need to set out:

* a written explanation of the reasons for offering this allowance or incentive and how it represents good value for money
* a record of the advice received from Jobcentre Plus, HM Revenue and Customs and other bodies concerning the status of any existing allowance or incentive
* details of the participation that fulfils the eligibility terms of the allowance or incentive
* please continue on supplementary sheets if required.

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| **What is the total amount of the allowance or incentive? This must be in pounds and full pence.** | **£**           |

Part four: Participant declaration

Tick **each** box to confirm:

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| [ ]  | I do wish to claim expenses, allowances or incentives for my time on the project. |
| [ ]  | The information provided on this form is true and accurate. |
| [ ]  | I confirm that these items will only be used for ESF related activity. |

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| **Name:**       | **Signature:**        |
| **Date:**       |

Part five: Project officer declaration

Tick **each** box to confirm:

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| [ ]  | The information on this form has been checked. |
| [ ]  | Original documentation has been collected and retained to prove the expenditure. |

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| --- | --- |
| **Name:**       | **Signature:**       |
| **Job title:**       |
| **Date:**       |