

Hawlio / Claimant: \_\_\_\_\_

Cyfeirio / Reference: \_\_\_\_\_

**M04**

Adran / Department: \_\_\_\_\_

Dyddiadau teithio / Travel Dates O / From: \_\_\_\_\_

Tan / To: \_\_\_\_\_

Cyrchfan a diben y teithio / Destination and reason for travel:

**Rhaid darparu manylion banc / Bank details must be provided.**

Rhif cyfrif / Account Number: \_\_\_\_\_

Eich cyfeiriad / Your address:

RhifCôd / Sort Code: \_\_\_\_\_

Deiliad y cyfrif / Account holder: \_\_\_\_\_

**Rhowch fanylion llawn ac atodwch ddogfennau i gefnogi eich cais / Please give full details and attach supporting documents**

Ffi Cynhadledd / Conference Fee	Gwybodaeth / Info:			£
Trafnidiaeth Gyhoeddus / Public Transport	Gwybodaeth / Info:			£
Tanwydd / Fuel	Gwybodaeth / Info:			£
Llety / Accommodation	Gwybodaeth / Info:			£
Cynhaliath / Subsistence	Gwybodaeth / Info:			£
Milltiroedd / Mileage	10,000 milltir cyntaf / First 10,000 miles	Milltir / Miles	@ £0.45 (Current Motorcycle Rate £0.24 Current Cycle Rate £0.20)	£
	Mwy na 10,000 milltir / Excess of 10,000 miles	Milltir / Miles	@ £0.25 (Current Motorcycle Rate £0.24 Current Cycle Rate £0.20)	£
<b>CYFANSWM Y COSTAU A HAWLIR TOTAL EXPENSES CLAIMED</b>				£

**Dosraniad Gwariant / Expenditure Allocation**

Cyfrif / Account	Cod y Gwaith / Work Order	Cynnyrch / Product	Swm / Amount (£)
<b>Cyfanswn y taliad / Payment Total</b>			

## Datganiad (Ar gyfer hawlio milltiroedd busnes) / Declaration (For claiming business mileage):

Rwy'n cadarnhau:

- Mae gennyf drwydded yrru lawn gyfredol sy'n ddilys ar gyfer yn y Deyrnas Unedig
- Mae gennyf yswiriant priodol ar gyfer fy ngherbyd, sy'n cynnwys defnyddio'r cerbyd ar gyfer busnes fy nghyflogwr
- Mae fy ngherbyd wedi drethu ac yn cael ei gynnal a'l gadw, ac mae mewn cyflwr cyfreithlon ac addas ar gyfer y ffordd fawr yn unol â diffiniad Rheolau'r Ffordd Fawr
- Os yw'r cerbyd yn hŷn na 3 oed, mae gennyf Dystysgrif MOT ddilys

Ni thelir ad-daliad milltiroedd os nad ydych wedi cwblhau'r datganiad hwn.

*I confirm that:*

- *I hold a current full drivers licence valid for driving in the UK*
- *I have appropriate insurance for my vehicle, which includes use on my employer's business*
- *My vehicle is taxed and maintained, is in a legal and roadworthy condition as defined by the Highway Code*
- *If the vehicle is over 3 years old, I hold a valid MOT Certificate*

***Claims for reimbursement of mileage will not be paid if this declaration has not been completed.***

Hawlwyr llofnod / *Claimants signature:* \_\_\_\_\_

Dyddiad / *Date:* \_\_\_\_\_

## Datganiad / Declaration

Yr wyf yn datgan mai fi yn unig sydd wedi gwario'r holl arian sy'n cael ei hawlio, a hynny wrth wneud gwaith y Brifysgol, ac and yw'r swm sy'n cael ei hawlio yn cynnwys costau teithio rhwng fy nghartref a'm man gweithio arferol. Yr wyf yn cadarnhau and wyf wedi hawlio'r un o'r costau hyn eisoes ac na fyddaf yn eu hawlio o unrhyw ffynhonnell arall ychwaith. Yr wyf felly'n hawlio ad-daliad.

*I declare that the total claimed has been incurred by me solely in the course of the University's business and does not include costs incurred in travelling between my home and normal place of work. I confirm that I have not claimed any of these expenses before and will not claim them from any other source. I hereby claim reimbursement.*

Hawlwyr llofnod / *Claimants signature:* \_\_\_\_\_

Dyddiad / *Date:* \_\_\_\_\_

Pennaeth Adran llofnod / *Head of Dept Signature:* \_\_\_\_\_

Dyddiad / *Date:* \_\_\_\_\_