

Claim for Pay - RAFVR(T) Officers and Adult ATC Warrant Officers

This form is to be raised in original only

ANNEX A TO
FI NO 308 TO
ACP 300
HQAC Accts Form 80
Revised 10/99

Cash Account Voucher No

Checked at HQAC by

Part 1 - To be completed by Claimant

Rank	Initials	Surname (in BLOCK CAPITALS)	Service/Computer ID Number							
SQN/AEF/VGS No		Wing/CCF								

I certify that I attended for a properly authorised period of duty as follows:

Place of Duty

Nature of Duty

Period at place of duty:

From hours on / /

To hours on / /

PLUS hours travelling time each way.

I (✓ appropriate box) WAS WAS NOT accompanying cadets.

Adventure Training Ref No.

Signature

Date / /

Part 2 (To be completed by claimant's CO-see notes overleaf) I certify that the duty at Part 1 was carried out

Print Name & Rank/Grade

Signature

Date

/ /

Part 3 (To be signed as detailed overleaf)

I certify that the duty was authorised for the period shown in Part 1 & that pay is admissible for days.

UIN

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Failure to provide a valid UIN will result in non-payment of the claim

Print Name & Rank/Grade

Signature

Date

/ /

Part 4 (HQAC Approval for payment)

Details of taxable emoluments, Income Tax and NI have been checked and entered on record.

Signature & Stamp

Please delete as applicable *CD/OD/CX/OX days at

Pay Code

Duty Code

Total NI

NET FOR PAYMENT

£	p

£	p

Income Tax
Employee's NI
Advance

Notes

1. This claim must be made in accordance with the regulations contained in the following publications:
 - a. ATC RAFVR (T) Personnel: AP1919 Chapter 12 and ACP300 Instruction No.308
 - b. CCF RAFVR (T) Personnel: JSP 313, Part 3, Chapter 2 and ACP22 Instruction No.29
2. Ensure that the nature of duty is fully explained.
3. Countersignature of Pay Claims. All claims must be countersigned at Parts 2 and 3 before their submission to HQAC (Accounts), as follows:
 - a. Squadron Personnel. Claims on HQAC Accts Form 80 for the squadron CO and Camp Commandants are to be countersigned at Part 2 of the form by the Wing CO, unless he has delegated authority to the Wing Admin Officer. Squadron staff pay claims for camp duties are to be countersigned by the Camp Commandant at Part 2. All other Squadron staff pay claims are to be countersigned by the Squadron CO at Part 2. Part 3 is to be countersigned for Camp Commandants, the Squadron CO and Squadron staff as follows:
 - (1) HQAC for duties and courses organised by HQAC (to be submitted to the organising Branch).
 - (2) Regional Staff Officer – for duties and courses organised by the Regional HQ. OC SATT for staff and students on SATT course.
 - (3) Wing CO (unless authority has been delegated to the Wing Admin Officer) – for all other duties and courses.
 - b. Wing Staff. All claims are to be countersigned by the Wing CO at Part 2 of HQAC Accts Form 80, unless he has delegated authority to the Wing Admin Officer. All claims by Wing COs are to be forwarded via the Wing HQ to the Regional Commandant for countersigning at Part 2. In all cases Part 3 is to be countersigned in accordance with sub para 3a. above.
 - c. Regional Staff and OC SATT. claims are to be countersigned by the Regional Commandant at Part 2 of the Form 80, unless he has delegated authority to the Regional Staff Officer. Part 3 is to be countersigned in accordance with sub para 3a. above where applicable.
 - d. AEF Pilots. Claims on HQAC Accts Forms 80 are to be countersigned by OC AEF at Part 2 and forwarded to HQ EFT for signature at Part 3. Claims made by OCs AEF are to be submitted to EFT2 for countersignature at Parts 2 and 3.
 - e. Gliding Instructors. Claims on HQAC Accts Form 80 are to be countersigned at Part 2 by OC VGS and forwarded to GL HQAC for countersignature at Part 3. Claims made by the OC VGS are to be countersigned by GL HQAC at Parts 2 and 3.
 - f. CCF Personnel. All claims are to be signed by the Contingent Commander at Part 2 and forwarded to Sqn Ldr CCF for authorisation. Claims made by RAFVR(T) Contingent Commanders are to be forwarded to Sqn Ldr CCF for countersigning.

WARNING

It is a serious offence to make or conspire in making any false statement on this claim or to withhold any information relevant to the claim. Such an offence could lead to disciplinary action, which in turn could lead to dismissal from the Corps.