

NCR number:		Project Manager:	
Date of non-conformance:		Date of report:	
Description of non-conformance:  (e.g. "Anning Black on the roof"; give nearest postcode/co-ordinates/ nearest GSC star ID)			
Cause of non-conformance:  (e.g. "Logarithmic table read backwards by GCSE maths student in same classroom as Goth with pentacle necklace")			
Remedial action taken:  (e.g. "Tempted onto banishment grid by bait"; list bait casualties in next section)			
Number of hospitalisations:	Staff [ ] British Citizens [ ] Foreign Citizens [ ] Other [ ]	Number of fatalities:	Staff [ ] British Citizens [ ] Foreign Citizens [ ] Other [ ]
Scene and surviving witnesses cleaned?	[ Y ] [ N ] [ N/A ] (If N include summary in Impact Assessment and FCA sections)	Number of fatalities reclaimed for residual duties:	Staff [ ] BC/FC/Other [ ] (Non-staff corpses MUST gain DV clearance from RHR)
Impact assessment:  (e.g. likelihood of further incursions; reason for suspected hastening of CNG; property loss and repair estimates split into public and private funding; depreciation on public and PFI-leased buildings)	[ Low ] [ Med ] [ High ] [ X-High ] [ CNG imminent ] (delete as applicable, then provide detail below)		
Recommended future corrective actions:  (Please consider lowest cost alternatives)			
Project manager sign-off: (date and sign)			

Payroll number:		Name:	
NCR number:		Line Manager:	
Non-recoverable costs:  (List all expended resources, e.g. ammunition, destroyed equipment, stationery - except transport, meals & accommodation)			
Mileage claim - your own vehicles:  (Attach pre-dated VAT fuel receipt(s), list FROM, TO, DATE & REASON for all journeys over 2 miles; rate is 40p/mile for first 10,000 miles pa; 25p/mile thereafter)		Other transport costs:  (Attach receipts or RAF/RN/Police requisition cross-invoice; list FROM, TO, DATE & REASON for all journeys over 2 miles; remember to convert nautical miles to geographical miles)	
Number of person-nights accommodation:  (Attach hotel invoices and receipts, max. claim £75pp pn inc. breakfast. Allowance rates correct as of 01/04/2010, see Finance intranet for latest figures.)		Number of evening meal allowances claimed:  (£15 flat fee for evening meal if claiming overnight stay; do NOT attach receipts; do NOT claim for breakfast nor lunch)	
Line manager sign-off: (date and sign)			

N.B. Hotel invoices MUST be made out to employee home addresses and NOT CLS HQ address.

N.B. If your home address is covered by OSA then state NIL and obtain Board sign-off for pro-forma accommodation.

N.B. Use staples NOT PAPERCLIPS to attach receipts and invoices. Attach originals and keep photocopies for your records.

N.B. If your claims for mileage for your own vehicles total £2500pa or less, complete HMRC form P87; over £2500 you will be required to fill in a Self Assessment Tax Return. You may also require HMRC form P11D for your Self Assessment Tax Return- request from Finance.

N.B. Entertainment and other personal allowances may no longer be claimed in arrears. Obtain Board sign-off in advance.

N.B. If your own vehicle is gated then you can only claim a flat fee of £100 for wear and tear per return gate journey, or £50 for a single one-way gate journey on Earth plus return mileage less Royal Navy or private contractor container shipment (whichever is cheaper). You are not entitled to a hire car for the period of your vehicle's return journey. If your vehicle is gated off-world one-way then you may claim for interstellar distances providing you submit an MOT or dealer-stamped logbook with certified mileage plus recent certified odometer reading.

N.B. Mileage claims will be converted to Kilometres and rounded down as per directive 71/354/EEC.

N.B. DO NOT continue on a separate sheet - if you need to provide further details please request F.27B/6 from the Finance office.

### FOR PROJECT MANAGEMENT & FINANCE USE ONLY - Only for matching completed F.219/A & F.219/B pairs

NCR number:		FCA number(s):	
Cleaner ticket number (or N/A if not required):		Finance claim tracking reference:	
Finance sign-off: (date and sign)		Board sign-off: (date and sign)	(This section intentionally left blank)

This document serves as an unofficial example of the type of ISO9001 and expenses paperwork that would have to be completed if the situations described in "The Laundry: A roleplaying game based on the 'Laundry Files' novels by Charles Stross" (published by Cubicle 7 Entertainment) were not fictional. Sadistic GMs and masochistic players may attempt to fill out the NCR. Completing the expenses form in the game is not a fair challenge and should instead be covered under Chapter 11 section "Budgets and Spending". Laundry logo © Cubicle 7.

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