

# COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

-5 APR 2017

Councillor:	MARY JONES	Vehicle Reg.		Month Ending:	January
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals				
		Start (3)	End (4)			Place e.g. Civic Centre	Description of Approved Duties <small>(If not a Standard Council Diary meeting please provide the name of the officer present)</small>	Travel by Vehicle		Fares, Tolls, Parking, etc (9)	Total Travelling Allowance Claimed (10)		Outside the Authority's Area Only (11)		Totals (12)	
								Miles (7)	Rate (8)		£	p	£	p	£	p
✓ 9/1/17	HOME			GM	SPC	6	45			2	70			2	70	
✓ 10/1/17	HOME			GM	PLANNING	6	45			2	70			2	70	
✓ 12/1/17	HOME			CIV C	HMO. SCRUTINY	8	45			3	60			3	60	
✓ 18/1/17	HOME			GM	PSD	6	45			2	70			2	70	
✓ 28/1/17	HOME			GM	APPOINTMENTS	6	45			2	70			2	70	
✓ 25/1/17	"			GM	SUC IMP	6	45			2	70			2	70	
✓ 30/1/17	"			GM	APPOINTMENTS	6	45			2	70			2	70	
1/1																
1/1																
1/1																
<b>TOTAL</b>										19	80			19	80	
Less payment received or Claimed from any other body or authority																
Amount Claimed										19	80			19	80	

A) I declare that I have necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as an Elected Member of this Authority and that I have actually and necessarily incurred the actual mileage in column 7 above. The amounts claimed are in accordance with the rates determined by the Independent Remuneration Panel for Wales.

B) I declare that the statements above are correct. Except as shown above I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses in connection with the duties indicated above.

C) If using a private vehicle whilst on Council business, Councillors should ensure that they have a valid driving licence, MOT and comprehensive vehicle insurance specifically including business and commuting use.

D) An e-mail from the Councillor will be accepted as a signature providing the name of the Councillor is included.

Date:	5.6.17	Signature of Councillor:	
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<b>For Office Use</b>	
Checked by:	
Payroll No:	
Month Paid:	

Please Submit claims within 3 months of duty with fuel VAT receipt

5/4/17