

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM
(PLEASE COMPLETE THIS FORM IN BLACK INK)

- 3 MAR 2017

Councillor:	<u>TERRY J HENWELL</u>	Vehicle Reg.		Month Ending:	<u>FEB 2017</u>
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals			
		Start	End			Place e.g. Civic Centre	(If not a Standard Council Diary meeting please provide the name of the officer present)	Travel by Vehicle		Fares, Tolls, Parking, etc (9)	Total Travelling Allowance Claimed (10)			Outside the Authority's Area Only (11)	
								Miles (7)	Rate (8)		£	p	£	p	£
✓ 7/12/17	3 PM	4.30	5.45	GUILD HALL	IMFORMAL SOUV PRG C-R 235	8	45			3	60			3	60
✓ 9/12/17	1 PM	2 PM	3.15	CIVIC CENTRE	COMMITTEES C.A.C CR 3 rd	8	45			3	60			3	60
✓ 13/12/17	2 PM	3.30	6 PM	GUILD HALL	SOUV PRG COM C-R 3 rd	8	45			3	60			3	60
✓ 14/12/17	1 PM	2 PM	4 PM	GUILD HALL	SOUV PRG COM C-R 3 rd	8	45			3	60			3	60
✓ 16/12/17	1 PM	2 PM	3.30	GUILD HALL	EXTRA-COUNCIL CHAMBERS	8	45			3	60			3	60
✓ 23/12/17	4 PM	5 PM	8.30	GUILD HALL	COUNCIL CHAMBERS	8	45			3	60			3	60
/ /															
/ /															
/ /															
/ /															
TOTAL										21	60			21	60
Less payment received or Claimed from any other body or authority															
Amount Claimed										21	60			21	60

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.

For Office Use	
Checked by:	<u>[Signature]</u>
Payroll No:	_____
Month Paid:	_____

Date:	<u>27/3/2017</u>	Signature of Councillor:	
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Please, Submit claims within 3 months of duty with fuel VAT receipt

314/17