


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

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	June/July 15
Address:	[REDACTED]	Post Code:	[REDACTED]		

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals				
		Start (3)	End (4)			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)		(12)		
								Miles (7)	Rate (8)			£	p	£	p	£
✓ 21/6/15	Home	1.15	4.00	Guildhall	CAC Communities	✓ 14	45							6	30	
<del>8/6/15</del>	"	<del>5.45</del>	<del>7.00</del>	<del>Grove</del>	<del>Scrutiny Programme</del>	<del>16</del>								<del>7</del>	<del>20</del>	
✓ 16/6/15	"	1.15	7	Guildhall	Audit + Democratic S	✓ 14								6	30	
✓ 25/6/15	"	1.00	2.30	"	LA Governance panel	✓ 14								6	30	
1/7/15	"				Travellers update											
✓ 17/7/15	"	2.30	5.30	Guildhall	Meeting w. Lee Horgan et Gypsy	✓ 14								6	30	
✓ 13/7/15	"	8.45	7.00	Civic	Scrutiny Programme	✓ 16								7	20	
✓ 9/7/15	"	4.06	7.30	Guildhall	" Travellers	✓ 14								6	30	
<del>16/7/15</del>	"	<del>1.15</del>	<del>7.00</del>	"	<del>Audit + Democratic S.</del>	<del>14</del>								<del>6</del>	<del>30</del>	
✓ 27/7/15	"	1.15	4.30	Guildhall	TASS	✓ 14								6	30	
<b>TOTAL</b>															45	00
Less payment received or Claimed from any other body or authority																
<b>Amount Claimed</b>															45	00

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: 

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: 30.7.2015

Signature of Councillor: [REDACTED]

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

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


04 SEP 2015

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	Aug 2015
Address:	[REDACTED]			Post Code:	[REDACTED]

(1)	(2)	Time of Meeting		Location of Duty Place e.g. Civic Centre (5)	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present) (6)	Travelling Allowances				Subsistence		Totals			
		Start (3)	End (4)			Travel by Vehicle		Fares, Tolls, Parking, etc (9) £ p	Total Travelling Allowance Claimed (10) £ p	Outside the Authority's Area Only (11) £ p		Totals (12) £ p			
						Miles (7)	Rate (8) p			£	p	£	p	£	p
21/8/15	Home	1.15	4.45	Guildhall	Audit Committee	14	45							6	30
24/8/15	"	1.15	5pm	"	Scratching IASS	14								6	30
27/8/15	"	4.15	9.15pm	"	Council	14								6	30
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															

<b>TOTAL</b>															18	90		
Less payment received or Claimed from any other body or authority																		
Amount Claimed																	18	90

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

<b>For Office Use</b>	
Checked by:	
Payroll No:	_____
Month Paid:	_____

Date:	31.8.2015	Signature of Councillor:	[REDACTED]
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**

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

05 OCT 2015

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	Sept. 2015
Address:	[REDACTED]			Post Code:	[REDACTED]

(1)	Start & End of Duty (2)	Time of Meeting		Location of Duty Place e.g. Civic Centre (5)	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present) (6)	Travelling Allowances				Subsistence		Totals				
		Start (3)	End (4)			Travel by Vehicle		Fares, Tolls, Parking, etc (9)	Total Travelling Allowance Claimed (10)	Outside the Authority's Area Only (11)		(12)				
						Miles (7)	Rate (8)			£	p			£	p	
✓ 8/9/15	home	1.15	4.00	Guildhall	Planning Ctee Lowless Sch	✓ 14	45							6	30	
✓ 9/9/15	"	9.45	1.15	"	Meet Cab. Members w. Martin Nichol	✓ 14								6	30	
✓ 10/9/15	"	1.15	4.15	"	Coun. CAC	✓ 14								6	30	
✓ 14/9/15	"	8.10	11.15	Costal SAI Inn	Visit w. Cab. M + David Evans	✓ 11								4	95	
✓ 15/9/15	"	11.15	2.15	Guildhall	PVC	✓ 14								6	30	
✓ 21/9/15	"	12.15	3.45	Guildhall	Pioneer Houses Cab. M. Lee Morgan	✓ 14								6	30	
✓ 23/9/15	"	1.15	5.45	Guildhall	Cabinet Away Day	✓ 13								5	85	
<b>TOTAL</b>														42	30	
Less payment received or Claimed from any other body or authority																
Amount Claimed														42	30	

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**For Office Use**

Checked by: \_\_\_\_\_

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date:	4.10.2015	Signature of Councillor:	[REDACTED]
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**



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

-2 DEC 2015

FILE COPY

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	NOV 2015
Address:	[REDACTED]	[REDACTED]	[REDACTED]	Post Code:	[REDACTED]

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals			
		Start (3)	End (4)			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)		Totals (12)	
								Miles (7)	Rate (8)			£	p	£	p
✓ 9/11/15	Home	10.15	13.45	Guildhall	Phil Robt, Cllr. & Lewis	14	45			6	30			6	30
✓ 3/1/	"	10.15	12.30	"	Cllr. Lewis, Dave Evans / Lovell	14				6	30			6	30
✓ 4/1/	"	1.15pm	4.30pm	"	Housing co-op. Pond Ketter	14				6	30			6	30
✓ 5/1/	"	2.15	6.30	"	✓ Cooperative Bldg	14				6	30			6	30
✓ 12/1/	"	1.15	4pm	"	✓ Communities CAC	14				6	30			6	30
✓ 16/1/	"	10.15	13.45	"	Phil Robt, Cllr. & Lew 1:1	14				6	30			6	30
✓ 17/1/	"	1.30	4.45	"	✓ Audit	14				6	30			6	30
✓ 20/1/	"	10.15	12.45	"	Phil Robt, Cllr. & Lew. 1:1	14				6	30			6	30
1/1/															
1/1/															
<b>TOTAL</b>										50	40			50	40
Less payment received or Claimed from any other body or authority															
Amount Claimed														50	40

- 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.
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**For Office Use**

Checked by: [Signature]

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: 3.12.2015

Signature of Councillor: [REDACTED]

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

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

04 JAN 2016

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	Dec. 2015
Address:	[REDACTED]			Post Code:	[REDACTED]

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals			
		Start (3)	End (4)			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)		Totals (12)	
								Miles (7)	Rate (8)			£	p	£	p
3/12/15	Home	1.15	7.00	Guildhall	Corporate Briefing	14	45							6	30
9/1/16	"	2.15	4.30	Civic	House project, North Wales	16								6	30
10/1/16	"	1.30	4.30	Guildhall	Smart Energy / SSE	14								6	30
10/1/16	"	1.30	4.00	"	Coun. C&L	14								6	30
11/1/16	"	9.45	2.00	"	House Briefing North Wales										
14/1/16	"	9.45	12.15	"	David Evans, Emma Old, Phil Roberts	14								6	30
15/1/16	"	1.15	4.45	"	Audit	14								6	30
18/1/16	"	8.30	11.30	"	More Hanes: Phil Rds / Ian / Nad	14								6	30
21/1/16	"	10.00	12.00	"	Siemens / Phil Roberts / Tania Nall	14								6	30
<b>TOTAL</b>														6	30
Less payment received or Claimed from any other body or authority															
Amount Claimed															

257 60

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<b>For Office Use</b>	
Checked by:	
Payroll No:	_____
Month Paid:	_____

Date:	4.1.2015	Signature of Councillor:	
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**

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

02 FEB 2016  
**FILE COPY**

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	Jan 2016
Address:	[REDACTED]			Post Code:	[REDACTED]

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting Start End (3) (4)		Location of Duty Place e.g. Civic Centre (5)	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present) (6)	Travelling Allowances				Subsistence		Totals			
		Travel by Vehicle Miles (7) Rate (8) p				Fares, Tolls, Parking, etc (9) £ p		Total Travelling Allowance Claimed (10) £ p		Outside the Authority's Area Only (11) £ p		(12) £ p			
✓ 7/1/16	home	1.15	5.45	Guild hall	Corporate Budgeting ✓	14	45			6	30			6	30
✓ 14/1/16	"	1.15	4.45	"	CACI Communications ✓	14	45			6	30			6	30
* 26/1/16	"	8.00	5.00	Mansion H	Exec Board Away Day ✓	14	45			6	30			6	30
✓ 27/1/16	"	4.15	6.30	Guild hall	1:1 Phil Roberts/Cllr. Lewis ✓	14	45			6	30			6	30
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															

<b>TOTAL</b>			25	20										25	20
Less payment received or Claimed from any other body or authority															
<b>Amount Claimed</b>			25	20										25	20

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

Date:	2.2.2016	Signature of Councillor:	[REDACTED]
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**

3/2/16

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

FILE COPY

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	Feb. 2016
Address:	[REDACTED]			Post Code:	[REDACTED]

(1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting		Location of Duty Place e.g. Civic Centre (5)	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present) (6)	Travelling Allowances				Subsistence		Totals			
		Start (3)	End (4)			Travel by Vehicle		Fares, Tolls, Parking, etc (9) £ p	Total Travelling Allowance Claimed (10) £ p		Outside the Authority's Area Only (11) £ p		Totals (12) £ p		
						Miles (7)	Rate (8) p		£	p	£	p	£	p	
✓ 10/12/16	Home	2.15	5.30	Guildhall	✓ Sheltered Housing Officers	✓ 14	45			6	30			6	30
✓ 11 / /	"	1.15	4.30	"	✓ CAC Com-munities	✓ 14				6	30			6	30
✓ 28 / /	"	3.45	5.30	Dawns	✓ Tan Las School Presentation SAT OAP (Various Officers)	✓ 3				1	35			1	35
✓ 25 / /	"	11.45	2.15	Guildhall	✓ Chris Sims, CAC	✓ 14				6	30			6	30
✓ 24 / /	"	8.45	11.45	"	✓ More Home Steerig Group	✓ 14				6	30			6	30
/ / /															
/ / /															
/ / /															
<b>TOTAL</b>										26	55			26	55
Less payment received or Claimed from any other body or authority															
Amount Claimed										26	55			26	55

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**For Office Use**

Checked by: \_\_\_\_\_

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date:	1.3.2016	Signature of Councillor:	✓ [REDACTED]
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Please, Submit claims within 3 months of duty with fuel VAT receipt

7/3/16



## COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	Bob Clay	Vehicle Registration Number:		Month Ending:	March 2016
Address:				Post Code:	

(1)	(2)	Time of Meeting		Location of Duty Place e.g. Civic Centre (5)	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present) (6)	Travelling Allowances				Subsistence		Totals (12)			
		Start (3)	End (4)			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
✓ 3/3/16	Home	1.15	5.15	Guildhall	Corporate Briefing	14	45			6	30			6	30
✓ 8/1/16	"	8.10	2pm	Mansion	Exec Board Meeting	14	45			6	30			6	30
✓ 9/1/16	"	3.15	6pm	Guildhall	Meet w. Phil Roberts	14	45			6	30			6	30
✓ 10/1/16	"	1pm	4pm	"	CAC Communities	14	45			6	30			6	30
✓ 14/1/16	"	9.15	12.15	Heol Gors	Pioneer Homes	14	45			6	30			6	30
✓ 15/1/16	"	4.15	7.30	Guildhall	Democratic Services	14	45			6	30			6	30
✓ 27/1/16	"	2pm	5.30	Civic C	Audit Committee	16	45			7	20			7	20
✓ 23/1/16	"	3.15	6.30	"	More Homes Office + Tech. Com	16	45			7	20			7	20
✓ 24/1/16	"	11.45	2.30	Guildhall	Meet w. Stuart Davies	14	45			6	30			6	30
/ /															
<b>TOTAL</b>										58	50			58	50
Less payment received or Claimed from any other body or authority															
Amount Claimed										58	50			58	50

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**For Office Use**

Checked by: \_\_\_\_\_

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date:	31.3.2016	Signature of Councillor:	
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Please, Submit claims within 3 months of duty with fuel VAT receipt

4/4/16.

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

28 APR 2016

Councillor:	Bob Clay	Vehicle Registration Number:	[REDACTED]	Month Ending:	April 2016
Address:	[REDACTED]	Post Code:	[REDACTED]		

FILE COPY

(1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting		Location of Duty Place e.g. Civic Centre (5)	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present) (6)	Travelling Allowances				Subsistence		Totals			
		Start (3)	End (4)			Travel by Vehicle		Fares, Tolls, Parking, etc (9) £ p	Total Travelling Allowance Claimed (10) £ p	Outside the Authority's Area Only (11) £ p		Totals (12) £ p			
						Miles (7)	Rate (8) p			£	p	£	p	£	p
✓ 4/4/16	Home	10.30	12.30	Guild Hall	Meet Martin Nicholls Cllr & Lewis	14	45			6	30			6	30
✓ 7/1/16	"	1.15	5.30	"	Corporate Briefing	14				6	30			6	30
✓ 12/1/16	"	2.15	5.45	Heol y Gors	Pioneer Homes	14				6	30			6	30
✓ 14/1/16	"	1pm	4.15	Guild Hall	CAC Communities	14				6	30			6	30
✓ 18/1/16	"	10.15	12.45	"	Martin Nicholls Cllr & Lewis	14				6	30			6	30
✓ 19/1/16	"	1.15	4.45	"	Audit Committee	14				6	30			6	30
✓ 21/1/16	"	10.15	12.30	"	meet Jean Taylor	14				6	30			6	30
✓ 25/1/16	"	8.15	12.15	Mawddach Ho	Exec away day	14				6	30			6	30
/ /															
/ /															

\* no evidence of attendance

TOTAL														50	40
Less payment received or Claimed from any other body or authority															
Amount Claimed														50	40

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 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: [Signature]

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: 26.04.16      Signature of Councillor: [REDACTED]

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

3/5/16.



FILE COPY

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

rec'd us p 5 SEP 2016

Councillor:	Bob Clay	Vehicle Reg.	.....	Month Ending:	July + August 2016
Address:	[REDACTED]	Engine Size	.....	Post Code:	[REDACTED]
		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	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
✓ 4/7/16	Home	9.45	12.15	Heol y Gors	Pioneer Home (Aud. res. Ser.)	14	✓ 45			£	p	£	p	6	30
✓ 11/7/16	"	12.45	3.15	Guildhall	More Home	14	45			6	30			6	30
✓ 10/1/16	"	12.15	4.45	Mansion Ho	Exec. Away Day (Ad. Ser.)	16	✓ 45			7	20			7	20
✓ 19/1/16	"	1.15	3.45	Guildhall	More Home	14	45			6	30			6	30
✓ 21/1/16	"	1.15	4.45	"	Special Audit	14	45			6	30			6	30
✓ 25/1/16	"	10.15	1.15	"	More Home	14	45			6	30			6	30
✓ 3/8/16	"	10.15	12.45	Heol y Gors	More Home	14	✓ 45			6	30			6	30
✓ 30/1/16	"	1.15	6.45	Guildhall	Audit	14	45			6	30			6	30
<b>TOTAL</b>										51	30			51	30
Less payment received or Claimed from any other body or authority															
Amount Claimed										51	30			51	30

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: [Signature]

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: 2.9.2016

Signature of Councillor: [REDACTED]

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

6/9/16

31 OCT 2016

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

Councillor:	Bob Clay	Vehicle Reg.	[REDACTED]	Month Ending:	Sept. 2016 Oct. 2016
Address:	[REDACTED]	Engine Size	[REDACTED]	Post Code:	[REDACTED]
		Fuel Type (e.g. Petrol/Diesel)	[REDACTED]		

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals			
		Start	End			Place e.g. Civic Centre	Description of Approved Duties (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
✓ 1/9/16	Home	2.45	4.00	Bridgell Hall	Corporate Bitchy	14	45			6	30			6	30
✓ 13/9/16	"	2.15	4.45	"	Home	14	45			6	30			6	30
✓ 19/9/16	"	3.15	6.15	"	Meet U. Jay Bevan, Medias	14	45			6	30			6	30
✓ 22/9/16	"	4.05	8.15	"	Council	14	45			6	30			6	30
✓ 5/10/16	"	9.45	1.15	"	Meet D. Evans + Seef Builders	14	45			6	30			6	30
✓ 20/10/16	"	1.15	3.30	"	Council CACD	14	45			6	30			6	30
✓ 25/10/16	"	1.15	5.00	"	Anglet Council	14	45			6	30			6	30
✓ 26/10/16	"	10.15	1.00	"	Ho. of Jane Harris Cymru	14	45			6	30			6	30
✓ 27/10/16	"	1.15	4.00	"	Andrew Shaw/Term/Spec/Energy	14	45			6	30			6	30
✓ 31/10/16	"	3.00	12.00	Manilla Ho	Executive Cab/w/ fuel	16	45			7	20			7	20
<b>TOTAL</b>										63	90			63	90
Less payment received or Claimed from any other body or authority															
<b>Amount Claimed</b>										63	90			63	90

- 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.

<b>For Office Use</b>	
Checked by:	
Payroll No:	_____
Month Paid:	_____

Date:	31.10.2016	Signature of Councillor:	[REDACTED]
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**

2/11/16

29 NOV 2016

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

Councillor:	Bob Clay	Vehicle Reg.	[REDACTED]	Month Ending:	November 2016
Address:	[REDACTED]	Engine Size	[REDACTED]	Post Code:	[REDACTED]
		Fuel Type (e.g. Petrol/Diesel)	[REDACTED]		

(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)		Totals (12)	
								Miles (7)	Rate (8)		£	p	£	p	£	p
✓ 8/11/16	Home	1.15	16.00	Guildhall	Corporate Intenw	✓ 14	45			6	30			6	30	
✓ 11/ /	"	12.40	2.15	Low Leg School	Official Visit w. Hazel Smith	✓ 4	45			1	90			1	90	
✓ 24/ /	"	4.15	3.45	Guildhall	Council	✓ 14	45			6	30			6	30	
✓ 29/ /	"	2.15	5	"	More Names	✓ 14	45			6	30			6	30	
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/ /																
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/ /																
/ /																
TOTAL										20	70			20	70	
Less payment received or Claimed from any other body or authority																
Amount Claimed										20	70			20	70	

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.  
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 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: [Signature]

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: 29.11.2016

Signature of Councillor: [REDACTED]

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

29/11/16

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

- 3 JAN 2017

Councillor:	Bob Clay	Vehicle Reg.	[REDACTED]	Month Ending:	Dec 2016
Address:	[REDACTED]	Engine Size	[REDACTED]	Post Code:	[REDACTED]
		Fuel Type (e.g. Petrol/Diesel)	[REDACTED]		

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting Start End (3) (4)		Location of Duty Place e.g. Civic Centre (5)	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present) (6)	Travelling Allowances				Subsistence		Totals			
		Travel by Vehicle				Fares, Tolls, Parking, etc (9) £ p	Total Travelling Allowance Claimed (10) £ p		Outside the Authority's Area Only (11) £ p		Totals (12) £ p				
							Miles (7)	Rate (8) p							
✓ 15/12/16	Home	4.15	7.30	Guild Hall	Council	✓ 14	45			6	30			6	30
/ /															
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<b>TOTAL</b>	6	30			6	30
Less payment received or Claimed from any other body or authority						
<b>Amount Claimed</b>	6	30			6	30

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.

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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: [Signature]

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date:	30.12.2016	Signature of Councillor:	[REDACTED]
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Please, Submit claims within 3 months of duty with fuel VAT receipt

4/1/17

**COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM**  
 (PLEASE COMPLETE THIS FORM IN BLACK INK) - 3 MAR 2017


Councillor:	Bob Clay	Vehicle Reg.	[REDACTED]	Month Ending:	January / February 2017
Address:	[REDACTED]	Engine Size	[REDACTED]	Post Code:	[REDACTED]
		Fuel Type (e.g. Petrol/Diesel)	[REDACTED]		

(1)	Date of Meeting	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals			
			Start (3)	End (4)			Place e.g. Civic Centre	Description of Approved Duties (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)		Totals (12)	
									Miles (7)	Rate (8)			£	p	£	p
✓	2/1/17	home	2.15	4.15	Guildhall	CAC Communities	14	45p			£	p	£	p	£	p
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<b>TOTAL</b>										6	30			6	30
Less payment received or Claimed from any other body or authority															
<b>Amount Claimed</b>										6	30			6	30

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.  
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 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: 

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: 3.3.2017      Signat: [REDACTED]

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

3/3/17