

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

2/15/17

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

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals						
		(3)	(4)			(7)	(8)	(9)		(10)		(11)		(12)				
																Start	End	Place e.g. Civic Centre
✓ 20/4/17	Home	9pm	7.30	Guildhall	Council	14	45			£	p	£	p	£	p	6	30	
✓ 27/ /	"	1.15	4.30	Civic C	meet Adrian Dennis Gayle													
✓ 28/ /	"	10.15	2.15	Guildhall	Evans Regen. St. Thomas Housing Co-op, Geoff Bacon + officers	16				7	20					7	20	
/ /						14				6	30					6	30	
/ /																		
/ /																		
/ /																		
/ /																		
TOTAL										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.

For Office Use

Checked by:

Payroll No: _____

Month Paid: _____

Date:	29.4.2017	Signature of Councillor:	
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Please, Submit claims within 3 months of duty with fuel VAT receipt

4/5/17