

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

Councillor:	KETH E. MARSH	Vehicle Reg.	[REDACTED]	Month Ending:	3 APR 2017 31 MARCH 2017
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		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	
✓ 01/03/17	HOME	10.00	11.30	GUILDHALL	FLOOD SCRUTINY	11	45			4	95			4	95
✓ 02/03/17		10.00	11.30		SERVICE IMP & FINANCE SCRUTINY	11				4	95			4	95
✓ 10/03/17		09.30	11.30		LICENSING	11				4	95			4	95
✓ 13/03/17		10.00	Noon		SDF PANEL	11				4	95			4	95
✓ 23/03/17		17.00	19.30	GUILDHALL	COUNCIL	11				4	95			4	95
✓ 27/03/17		19.00	20.30	PARKMILL	AON B	8				3	60			3	60
✓ 30/03/17		10.00	Noon	CIVIC CENTRE	GOWER LANDSCAPE PARTNERSHIP	12				5	40			5	40
✓ 30/03/17		14.30	16.00	CIVIC CENTRE	OFFICE 365 TRAINING	12				5	40			5	40
✓ 31/03/17	HOME	10.00	11.30	Docks SWANSEA	SWANSEA BAYKPHA SP. MEETING	21	45			9	45			9	45
TOTAL										48	60			48	60
Less payment received or Claimed from any other body or authority															
Amount Claimed										48	60			48	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: _____

Payroll No: _____

Month Paid: _____

Date: 03.04.2017

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

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