

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

01 APR 2015

Councillor:	JOHN NEWBURY	Vehicle Reg.		Month Ending:	JANUARY 2015
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(1)	Date of Meeting	Start & End of Duty Place e.g. Home	Time of Meeting		Location of Duty Place e.g. Civic Centre	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present)	Travelling Allowances				Subsistence		Totals		
			Start	End			Travel by Vehicle		Fares, Tolls, Parking, etc £ p	Total Travelling Allowance Claimed		Outside the Authority's Area Only		Totals	
							Miles (7)	Rate (8) p		£	p	£	p	£	p
6/1/15	HOME	5.00 <sup>PM</sup>	7.00 <sup>PM</sup>	CIVIC CENTRE	FULL COUNCIL	11	45			4	95			4	95
28/1/15	"	2.00 <sup>PM</sup>	3.00 <sup>PM</sup>	"	RIGHTS OF WAY COMMITTEE	"	"			4	95			4	95
30/1/15	"	10.15 <sup>AM</sup>	11.45 <sup>AM</sup>	ABP DOCKS OFFICE	PORT HEALTH	22	"			9	90			9	90
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															

<b>TOTAL</b>										19	80			19	80
Less payment received or Claimed from any other body or authority															
<b>Amount Claimed</b>										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:	MARCH 31, 2015	Signature of Councillor:	
-------	----------------	--------------------------	--

**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)

Councillor:		JOHN NEWBURY				Vehicle Reg.		[REDACTED]		Month Ending:		FEBRUARY 2015			
Address:		[REDACTED]				Engine Size				Post Code:		[REDACTED]			
				Fuel Type		(e.g. Petrol/Diesel)									
Date of Meeting (1)	Start & End of Duty	Time of Meeting		Location of Duty	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present)	Travelling Allowances				Subsistence		Totals			
	Place e.g. Home (2)	Start (3)	End (4)	Place e.g. Civic Centre (5)		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	£	p	£	p		
24/2/15	HOME	5.00PM	7.0PM	CIVIC CENTRE	BUDGET COUNCIL	11	45			4	95				
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															
/ /															
<b>TOTAL</b>										4	95			4	95
Less payment received or Claimed from any other body or authority															
Amount Claimed										4	95			4	95

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:	MARCH 31, 2015	Signature of Councillor:	[REDACTED]
-------	----------------	--------------------------	------------

**For Office Use**

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

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

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

**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)

Councillor:	JOHN NEWBURY	Vehicle Reg.	[REDACTED]	Month Ending:	MARCH, 2015
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
3/3/15	HOME	5.00 PM	7-15 PM	GUILDHALL	FULL COUNCIL	9	45			4	05			4	05
<del>10/3/15</del>	<del>"</del>	<del>1.30 PM</del>	<del>2.45 PM</del>	<del>CIVIC CENTRE</del>	<del>CITIZEN CEREMONY - REGISTRARS</del>	<del>11</del>	<del>"</del>			<del>4</del>	<del>95</del>			<del>4</del>	<del>95</del>
12/3/15	"	10.00 AM	12.00 PM	GUILDHALL	PENSION FUND MEETING RM CR3A	9	"			4	05			4	05
13/3/15	"	11.00 AM	12.10 PM	NEATH CIVIC CENTRE	WEST GLAMORGAN ARCHIVES COMMITTEE CR A/B	13				5	85			5	85
16/3/15	"	2.00 PM	4.00 PM	CIVIC CENTRE	CHILD FAMILY COMMITTEE CR3	11	"			4	95			4	95
31/3/15	"	5.00 PM	7.20 PM	GUILDHALL	FULL COUNCIL	9	9			4	05			4	05
1/1															
1/1															
1/1															
1/1															


TOTAL      £ 22.95

Less payment received or Claimed from any other body or authority

Amount Claimed      £ 22.95

- 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:	MARCH 31, 2015	Signature of Councillor:	[REDACTED]
-------	----------------	--------------------------	------------

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