

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

| | | | | | | | | | | | |
|-------------|--|----------------|--|-----------------------------------|--|--------------|------------|--|---------------|------------|--|
| Councillor: | | IOAN M RICHARD | | | | Vehicle Reg. | [REDACTED] | | Month Ending: | 30-4-17 | |
| Address: | | [REDACTED] | | | | Engine Size | [REDACTED] | | Post Code: | [REDACTED] | |
| | | | | Fuel Type (e.g. Petrol/Diesel) | | | | | | | |

| 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 (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 | £ |
| 2014/17 | HOME | 4pm | 7pm | GUILDHALL | FULL COUNCIL | 18 | 45 | | | 8 | 10 | | | 8 | 10 |
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| TOTAL | | | | | | | | | | 8 | 10 | | | 8 | 10 |
| Less payment received or Claimed from any other body or authority | | | | | | | | | | | | | | | |
| Amount Claimed | | | | | | | | | | 8 | 10 | | | 8 | 10 |

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: 20-4-17

Signature of Councillor: [REDACTED]

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