

**COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM** 13 MAR 2017  
 (PLEASE COMPLETE THIS FORM IN BLACK INK) 1062

Councillor:	<u>A.C.S. COLBURN</u>	Vehicle Reg.		Month Ending:	<u>Jan 17</u>
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(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 Miles (7)	Rate (8) p	Fares, Tolls, Parking, etc (9)		Total Travelling Allowance Claimed (10) £ p	Outside the Authority's Area Only (11) £ p		Totals (12) £ p		
								£	p		£	p	£	p	
✓ 09/1/17	HOME			GH	SVC	10	45			4	50			4	50
✓ 10/1/17	"			"	TRAINING SV	10	"			4	50			4	50
✓ 10/1/17	"			"	TRAINING MEETING									4	50
✓ 12/1/17	"			"	HPIA	10	45			4	50			4	50
✓ 13/1/17	"			"	LICENSING	10	45			4	50			4	50
✓ 23/1/17	"			"	REPORTS	10	45			4	50			4	50
✓ 25/1/17	"			"	SPRINKLER	10	45			4	50			4	50
✓ 26/1/17	"			"	LA GOLF	10	45			4	50			4	50
✓ 26/1/17	"			"	EX COURSE									4	50
✓ 26/1/17	"			"	CONCAR										
<b>TOTAL</b>										31	50			31	50

Less payment received or Claimed from any other body or authority  
 Amount Claimed


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:	<u>[Signature]</u>
Payroll No:	_____
Month Paid:	_____

Date:	<u>4/3/17</u>	Signature of Councillor:	
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**

14/3/17

# COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

2 of 2 13 MAR 2017

Councillor:		<u>ACSCOURIAL</u>			<u>Vehicle Reg.</u>			Month Ending:		<u>Jan 17</u>	
Address:					<u>Engine Size</u>			Post Code:			
				<u>Fuel Type</u> (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 Miles (7)	Rate (8)	Fares, Tolls, Parking, etc (9)	Total Travelling Allowance Claimed (10)		Outside the Authority's Area Only (11)				
									£	p	£			p	£
✓ 30/1/17	Home			GHI	PLANTS	10	45	<del>45</del>		4	50			4	50
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/ /															
TOTAL										4	50			4	50
Less payment received or Claimed from any other body or authority															
Amount Claimed										4	50			4	50

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.

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

Date:	<u>4/3/17</u>	Signature of Councillor:	
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Please, Submit claims within 3 months of duty with fuel VAT receipt

14/3/17