

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

1062

13 MAR 2017

Councillor:	<i>A.C.S. COBBURN</i>	Vehicle Reg.		Month Ending:	FEB 17
Address:		Engine Size		Post Code:	
		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			
		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	
✓ 1/2/17	Home			GH	Permitting	10	45			4	50			4	50
✓ 7/2/17	"			"	SERV Tool	10	"	4	50	4	50			4	50
✓ 7/2/17	"			"	Permitting SV										
✓ 7/2/17	"			"	Permitting										
✓ 7/2/17	"			"	HMD										
✓ 9/2/17	"			"	DRONES	10	50	4	50	4	50			4	50
✓ 10/2/17	"			"	Licence	10	50	4	50	4	50			4	50
✓ 13/2/17	"			"	SPE	10	50	4	50	4	50			4	50
✓ 13/2/17	"			"	DRONES										
✓ 14/2/17	"			"	DRONES	10				4	50			4	50
TOTAL										27	00			27	00
Less payment received or Claimed from any other body or authority															
Amount Claimed										27	00			27	00

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

Date:	4/3/17	Signature of Councillor:	
-------	--------	--------------------------	--

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)

2062

13 MAR 2017

Councillor:	A.C.B. Colburn	Vehicle Reg.		Month Ending:	FEB 17
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 (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			
✓	16/2/17	Home		GH	Fit Council	10	45	4	50	4	50			4	50		
✓	22/2/17	"		"	Service Trip	10		4	50	4	50			4	50		
✓	23/2/17	"		"	LA GWS	10		4	50	4	50			4	50		
✓	23/2/17	"		"	Council												
	/ /																
	/ /																
	/ /																
	/ /																
	/ /																
	/ /																
	/ /																
	/ /																
	/ /																
										TOTAL		13	50			13	50

Less payment received or Claimed from any other body or authority
Amount Claimed 13 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.
 D) An e-mail from the Councillor will be accepted as a signature providing the n

For Office Use

Checked by: _____

Payroll No: _____

Month Paid: _____

Date: 4/3/17 Signature of Councillor: _____

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

14/3/17