

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

14 MAR 2017

Councillor:	JAN Curtice			Vehicle Reg:		Month Ending:	Feb ^r 2017
Address:				Engine Size:		Post Code:	
				Fuel Type:			

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting (3) (4)		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	End			Travel by Vehicle		Total Travelling Allowance Claimed (10)	Outside the Authority's Area Only (11)						
						Miles (7)	Rate (8)		Fares, Tolls, Parking, etc (9)	£	p			£	p
✓ 11/1/17	HOME	10am	11am	Detkham School	Readiness for school.	14	45			6	30			6	30
✓ 13/1/17	"	10am	12pm	Guildhall	Licensing	14	45			6	30			6	30
✓ 23/1/17	"	3pm	3:30pm	Guildhall	Appointments	14	45			6	30			6	30
✓ 26/1/17	"	4pm	7pm	Guildhall	Ex Bourcil	14	45			6	30			6	30
✓ 30/1/17	"	5pm	8:30pm	Guildhall	Appointments	14	45			6	30			6	30
✓ 1/2/17	"	10am	11am	Guildhall	Planning Mtg.	14	45			6	30			6	30
✓ 2/2/17	"	4pm	5pm	Guildhall	Readiness for school.	14	45			6	30			6	30
✓ 3/2/17	"	10am	12pm	Guildhall	Licensing sub.	14	45			6	30			6	30
✓ 8/2/17	"	4pm	5pm	Guildhall	Education CAC.	14	45			6	30			6	30
✓ 9/2/17	"	3pm	3:30pm	Guildhall	Appointments	14	45			6	30			6	30
TOTAL										63	00			63	00
Less payment received or Claimed from any other body or authority															
Amount Claimed										63	00			63	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 clearly legible.

For Office Use

Checked by:

Payroll No: _____

Month Paid: _____

Date:	14-3-17	Signature of Councillor:	
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Please, Submit claims within 3 months of duty with fuel VAT receipt

£107.10
14/3/17