

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

- 5 APR 2017

Councillor:	<i>SEFF JONES</i>	Vehicle Reg.		Month Ending:	<i>31/1/17.</i>
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		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	
✓ <i>3/1/17</i>	<i>HOME</i>			<i>GH</i>	<i>AUDIT</i>	<i>6</i>	<i>45</i>			<i>2</i>	<i>70</i>			<i>2</i>	<i>70</i>
✓ <i>09/1/17</i>	<i>"</i>			<i>"</i>	<i>SPE.</i>	<i>6</i>	<i>45</i>			<i>2</i>	<i>70</i>			<i>2</i>	<i>70</i>
✓ <i>11/1/17</i>	<i>"</i>			<i>"</i>	<i>ADANT SERVICES</i>	<i>6</i>	<i>45</i>			<i>2</i>	<i>70</i>			<i>2</i>	<i>70</i>
✓ <i>16/1/17</i>	<i>"</i>			<i>CIVIC CENTRES</i>	<i>TACKMOL ROUWRYN</i>	<i>8</i>	<i>45</i>			<i>3</i>	<i>60</i>			<i>3</i>	<i>60</i>
✓ <i>25/1/17</i>	<i>"</i>			<i>GH</i>	<i>SEN. IMP.</i>	<i>6</i>	<i>45</i>			<i>2</i>	<i>70</i>			<i>2</i>	<i>70</i>
✓ <i>26/1/17</i>	<i>"</i>			<i>"</i>	<i>LA NOV.</i>	<i>6</i>	<i>45</i>			<i>2</i>	<i>70</i>			<i>2</i>	<i>70</i>
<i>/ /</i>															
<i>/ /</i>															
<i>/ /</i>															
<i>/ /</i>															
TOTAL										<i>17</i>	<i>10</i>			<i>17</i>	<i>10</i>
Less payment received or Claimed from any other body or authority															
Amount Claimed										<i>17</i>	<i>10</i>			<i>17</i>	<i>10</i>

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.

For Office Use

Checked by: _____ *[Signature]*

Payroll No: _____

Month Paid: _____

Date:	<i>5/2/2017</i>	Signature of Councillor:	
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Please, Submit claims within 3 months of duty with fuel VAT receipt

5/4/17