COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

24 APR 2017

Councillor:	PAUL LLOYD	Vehicle Reg. / Engine Size / Fuel Type (e.g. Petrol/Diesel)	[redacted]
Address:	[redacted]	Month Ending:	APRIL 2017
		Post Code:	[redacted]

Date of Meeting (1)	Start & End of Duty: Place e.g. Home (2)	Time of Meeting: Start (3)	Time of Meeting: End (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: Travel by Vehicle: Miles (7)	Travelling Allowances: Travel by Vehicle: Rate (8) p	Travelling Allowances: Fares, Tolls, Parking, etc (9) £ p	Travelling Allowances: Total Travelling Allowance Claimed (10) £ p	Subsistence: Outside the Authority's Area Only (11) £ p	Totals (12) £ p
3/4/17	HOME	10:00	10:30	GUILDHALL	CORPORATE BRIEFING	10	45	—	4 50	—	4 50
4/4/17	HOME	14:00	15:30	GUILDHALL	PLANNING COMMITTEE	10	45	—	4 50	—	4 50
12/4/17	HOME	10:00	10:45	GUILDHALL	DEVELOPMENT CAC	10	45	—	4 50	—	4 50
21/4/17	HOME	10:00	11:00	GUILD HALL	LICENSING COMMITTEE	10	45	—	4 50	—	4 50
24/4/17	HOME	09:00	12:00	MANSION HOUSE	CABINET AWAYDAY	10	45	—	4 50	—	4 50
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/ /											
					TOTAL						22 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.

Date:	24/04/2017	Signature of Councillor:	[redacted]

For Office Use

Checked by:

Payroll No:

Month Paid:

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