


COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM
(PLEASE COMPLETE THIS FORM IN BLACK INK)

24 APR 2017

Councillor:		PENNY MATTHEWS			Vehicle Reg.	[REDACTED]		Month Ending:	APRIL 17.	
Address:		[REDACTED]			Engine Size	[REDACTED]		Post Code:	[REDACTED]	
					Fuel Type (e.g. Petrol/Diesel)	[REDACTED]				

(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	
23/2/17	HOME			GUILDHALL	COUNCIL	12	45			5	40			5	40
10/3/17	HOME			GUILDHALL	WOUNSING	12	.			5	40			5	40
10/3/17	-			"	"										
15/3/17	-			-	CAC DEN	12	.			5	40			5	40
23/3/17	-			-	COUNCIL	12	.			5	40			5	40
28/3/17	-			-	SEMINAR.	12	.			5	40			5	40
3/4/17	"			BAILING PLANT	DEN CAC					5	40			5	40
18/4/17	"			COUNTY HALL	LIC. STAT	11	.			4	95			4	95
21/4/17	-			GUILDHALL	GEN LIC	12	.			5	40			5	40
20/4/17	-			"	COUNCIL										
TOTAL										37	35			37	35
Less payment received or Claimed from any other body or authority															
Amount Claimed										37	35			37	35

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:	
Payroll No:	_____
Month Paid:	_____

Date:	24/4/17	Signature of Councillor:	[REDACTED]
-------	---------	--------------------------	------------

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