

- 4 APR 2017

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	Susan Jones.	Vehicle Reg.		Month Ending:	MARCH 2017
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals				
		Start (3)	End (4)			Place e.g. Civic Centre	Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present)	Travel by Vehicle		Fares, Tolls, Parking, etc (9)	Total Travelling Allowance Claimed (10)		Outside the Authority's Area Only (11)		Totals (12)	
								Miles (7)	Rate (8)		£	p	£	p	£	p
✓ 1/3/17	HOME	9.00	12.00	Guildhall	Flood Risk Management Working Group	11	45			4	95			4	95	
✓ 14/3/17	--	12.00	2.00	--	Child/Family Scrutiny Ref. Board	11	45			4	95			4	95	
✓ 16/3/17	--	3.00	6.30	--	School Performance Sc. Panel	11	45			4	95			4	95	
✓ 17/3/17	--	8.30	12.30	--	Attachment Training	11	45			4	95			4	95	
✓ 23/3/17	--	2.00	7.30	--	Full Council	11	45			4	95			4	95	
✓ 30/3/17	--	2.00	4.30	Civic Centre	365 Computer installation	13	45			5	85			5	85	
1/1																
1/1																
1/1																
1/1																

	TOTAL	30	60		30	60
Less payment received or Claimed from any other body or authority						
Amount Claimed		30	60		30	60

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:	30/3/17	Signature of Councillor:	
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Please, Submit claims within 3 months of duty with fuel VAT receipt

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