

# COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

28 MAR 2017  
MARCH 2017

<b>Councillor:</b>	COUNCILLOR ROB STEWART [REDACTED] HUW MOWBRAY, [REDACTED] PHIL ROBERTS, [REDACTED]	<u>Vehicle Reg.</u> ..... <u>Engine Size</u> ..... <u>Fuel Type</u> (e.g. Petrol/Diesel) .....	Month Ending:  Post Code: [REDACTED]
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Date of Meeting  (1)	Start & End of Duty		Time of Meeting		Location of Duty	Description of Approved Duties  (If not a Standard Council Diary meeting please provide the name of the officer present)  (6)	Travelling Allowances				Subsistence		Totals				
	Place e.g. Home		Start	End	Place e.g. Civic Centre		Travel by Vehicle		Fares, Tolls, Parking, etc		Total Travelling Allowance Claimed				Outside the Authority's Area Only		
	(2)	(3)	(4)	(5)	Miles (7)		Rate (8) p	£	p	£	p	£			p	£	p
13/3/17					Gatwick Airport	Travelling to MIPIM event in France Breakfast for Rob Stewart/Phil Roberts/Huw Mowbray								36	95	36	95
13/3/17					Cannes France	Taxi fare for Rob Stewart/Phil Roberts/Huw Mowbray								21	14	21	14
13/3/17					Cannes France	Food								23	91	23	91
13/3/17					Cannes France	Food/hospitality in hotel for Rob Stewart/Phil Roberts/Huw Mowbray								50	16	50	16
13/3/17	**				Cannes France	Taxi fare Rob Stewart/Phil Roberts/Huw Mowbray								60	35	60	35
14/3/17					Cannes France	Taxi fare for Rob Stewart/Phil Roberts/Huw Mowbray								36	43	36	43
14/3/17					Cannes France	Taxi from Conference venue to airport for Rob Stewart/Phil Roberts/Huw Mowbray								52	62	52	62
<b>TOTAL</b>												281	56	281	56		
Less payment received or Claimed from any other body or authority																	
Amount Claimed																	

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

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- 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:

28-3-17

Signature of Councillor: \_\_\_\_\_



PLEASE NOTE THIS IS TO BE PAID OUT OF BUDGET CODE - 01 421 42408 300433 00000 00000

THE CLAIM IS FOR 1 MEMBER AND 2 OFFICERS BUT THE PAYMENT OF £221.21 IS TO BE PAID TO COUNCILLOR ROB STEWART AND THE PAYMENT MARKED WITH AN \*\* FOR £60.35 IS TO BE PAID TO PHIL ROBERTS

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