

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

7107 700 10

Councillor:	ANN COOK	Vehicle Registration Number & Engine Size		Month Ending:	June 2014
-------------	----------	---	--	---------------	-----------

Address:	Post Code:
----------	------------

(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 (12)			
		Start (3)	End (4)			Travel by Vehicle		Fares, Tolls, Parking, etc (9)	Total Travelling Allowance Claimed (10)		Outside the Authority's Area Only (11)				
						Miles (7)	Rate (8) p		£	p	£			p	£
21/6/14	HOME		CIVIC	CIVIC	Scouting Public Engagement	10	45			4	50			4	50
3/6/14	"			"	AREA 2 - Site Visits & Planning	10				4	50			4	50
14/6/14	"			"	Scouting - Streetscene	10				4	50			4	50
9/6/14	"			"	Scouting Programme BOARD	10				4	50			4	50
10/6/14	"			"	Scouting Planning	10				4	50			4	50
17/6/14	"			"	Full Council Meeting	10				4	50			4	50
18/6/14	"			"	Rights of Way Sub Committee	10				4	50			4	50
19/6/14	"			"	Planning	10				4	50			4	50
1/1	"			"											
1/1	"			"											
TOTAL										36	00			36	00

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.

For Office Use

Checked by:

Payroll No: _____

Month Paid: _____

Date:		Signature of Councillor:	
-------	--	--------------------------	--

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

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

01 SEP 2014

Councillor:	ANN Cook	Vehicle Reg.		Month Ending:	July 2014
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting (3) (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				Subsistence		Totals (12)		
		Miles (7)	Rate (8) p			Fares, Tolls, Parking, etc (9) £ p		Total Travelling Allowance Claimed (10) £ p		Outside the Authority's Area Only (11) £ p				
3/7/14	HOME			CIVIC	Training - forecast of info.		45							
3/7/14	"			"	training - data protection									
3/7/14	"			"	planning committee	10		£	50					
7/7/14					scouting programme board	10		£	50					
8/7/14					scouting - Home care									
8/7/14					scouting programme board	10		£	60					
14/7/14					scouting - streetscene	10								
15/7/14					scouting - Home care				4	50				
15/7/14					Council meeting	10			4	50				
16/7/14					planning	10			4	50				
TOTAL														
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.

For Office Use	
Checked by:	
Payroll No:	_____
Month Paid:	_____

Date:	1-9-14	Signature of Councillor:	
-------	--------	--------------------------	--

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

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	Vehicle Reg.	Month Ending:	July 2014
Address:	Engine Size	Post Code:	
		Fuel Type (e.g. Petrol/Diesel)	

Date of Meeting (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 (12)		
		Start (3)	End (4)			Travel by Vehicle Miles (7)	Rate p (8)	Fares, Tolls, Parking, etc (9)		Total Travelling Allowance Claimed (10)	Outside the Authority's Area Only (11)			
								£	p		£			p
28/7/14	HOME			CIVIC	SITE VISITS - RE-PLANNING	10	45			4	50			
29/7/14	"			"	SITE VISITS & PLANNING MEETING	10				4	50			
30/7/14	"			"	COMMUNITIES FIRST MEETING	10				4	50			
30/7/14	"			"	COUNCIL MEETING									
/ /														
/ /														
/ /														
/ /														
/ /														
/ /														
TOTAL										13	50			
Less payment received or Claimed from any other body or authority														
Amount Claimed										13	50			

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:	1-9-14	Signature of Councillor:	
-------	--------	--------------------------	--

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

01 SEP 2014

Councillor:		ANN COOK		Vehicle Reg.		Month Ending:	AUGUST 2014
Address:				Engine Size		Post Code:	
				Fuel Type (e.g. Petrol/Diesel)			

Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting (3) (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				Subsistence		Totals		
		Miles (7)	Rate (8) p			Fares, Tolls, Parking, etc (9) £ p	Total Travelling Allowance Claimed (10) £ p	Outside the Authority's Area Only (11) £ p	(12) £ p					
4/8/14	Home			CIVIC	scrutiny programme Board	10	45		4	50				
5/8/14	"			"	TRAINING									
5/8/14					scrutiny - care @ home	10			4	50				
12/8/14					scrutiny - Streetscene									
12/8/14					Council Meeting	10			4	50				
13/8/14					Rights of way - meeting	10			4	50				
14/8/14					Training									
14/8/14					DMC planning	10			4	50				
18/8/14					scrutiny - public engagement	10			4	50				
1/1														
									TOTAL					
									Less payment received or Claimed from any other body or authority					
									Amount Claimed		27	00		

- 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: CAO

Payroll No: _____

Month Paid: _____

Date:	1-9-14	Signature of Councillor:	
-------	--------	--------------------------	--

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

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:		<u>Vehicle Reg.</u>		Month Ending:	<i>August 2014</i>
		<u>Engine Size</u>			
Address:		<u>Fuel Type</u> (e.g. Petrol/Diesel)		Post Code:	

Date of Meeting (1)	Start & End of Duty (2)		Time of Meeting (3, 4)		Location of Duty (5)	Description of Approved Duties (6) <small>(If not a Standard Council Diary meeting please provide the name of the officer present)</small>	Travelling Allowances				Subsistence		Totals (12)					
	Place e.g. Home	Place e.g. Civic Centre	Miles (7)	Rate (8) p	Fares, Tolls, Parking, etc (9) £ p		Total Travelling Allowance Claimed (10) £ p	Outside the Authority's Area Only (11) £ p										
								£	p	£	p	£	p					
<i>26/8/14</i>	<i>HOME</i>				<i>CIVIC</i>	<i>Site visits & planning meeting</i>	<i>10</i>	<i>45</i>			<i>4</i>	<i>50</i>						
/ /																		
/ /																		
/ /																		
/ /																		
/ /																		
/ /																		
/ /																		
/ /																		
TOTAL											<i>4</i>	<i>50</i>						
Less payment received or Claimed from any other body or authority																		
Amount Claimed											<i>4</i>	<i>50</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 is included.

For Office Use

Checked by: *[Signature]*

Payroll No: _____

Month Paid: _____

Date: *1-9-14*

Signature of Councillor: _____

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

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

06 NOV 2014

Councillor:	ANN COOK	Vehicle Reg.		Month Ending:	SEPTEMBER
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

Date of Meeting (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 (12)			
		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				
						Miles (7)	Rate (8) p		£	p	£			p	£
1/9/14	Home			CIVIC	SCRUTINY PROGRAMME BOARD	10	45			4	50				
1/9/14	"			"	Council										
2/9/14					Scrutiny - Home Care	10				4	50				
4/9/14	"			COUNCIL	Council Meeting	10				4	50				
10/9/14					Scrutiny Gypsy/Traveller	10				4	50				
22/9/14					Car Parking w/Group	10				4	50				
23/9/14					Planning Meeting	10				4	50				
29/9/14					Scrutiny Board	10				4	50				
30/9/14					Council Meeting	10				4	50				
1/1															

TOTAL										36	00				
Less payment received or Claimed from any other body or authority															
Amount Claimed										36	00				


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:	1-10-14	Signature of Councillor:	
-------	---------	--------------------------	--

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

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

06 NOV 2014

Councillor:	<u>ANN LOOK.</u>	<u>Vehicle Reg.</u>		Month Ending:	<u>OCTOBER 2014.</u>
Address:		<u>Engine Size</u>		Post Code:	
		<u>Fuel Type</u> (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		(12)			
		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)		
								Miles (7)	Rate (8)		£		p	£	p
<u>7/10/14</u>	<u>HOME</u>			<u>Civic</u>	<u>Scrutiny - Social Care @ home</u>	<u>10</u>	<u>45</u>			<u>4</u>	<u>50</u>				
<u>8/10/14</u>					<u>Rights of Way Panel</u>		<u>45</u>			<u>4</u>	<u>50</u>				
<u>9/10/14</u>					<u>Planning & Presentation</u>					<u>4</u>	<u>50</u>				
<u>13/10/14</u>					<u>Adult Social Services / Training</u>					<u>4</u>	<u>50</u>				
<u>20/10/14</u>					<u>Scrutiny - Transport</u>					<u>4</u>	<u>50</u>				
<u>21/10/14</u>					<u>Site Visits & Planning</u>					<u>4</u>	<u>50</u>				
<u>27/10/14</u>					<u>Scrutiny Programme Board</u>					<u>4</u>	<u>50</u>				
<u>15/10/14</u>					<u>Training - Treasury Management</u>					<u>4</u>	<u>50</u>				
<u>28/10/14</u>					<u>Scrutiny - Social Care</u>					<u>4</u>	<u>50</u>				
<u>29/10/14</u>					<u>Scrutiny - C/13 / services</u>					<u>4</u>	<u>50</u>				
<u>30/10/14</u>					<u>Audit Committee</u>					<u>4</u>	<u>50</u>				
TOTAL										<u>40</u>	<u>50</u>				
Less payment received or Claimed from any other body or authority															
Amount Claimed										<u>40</u>	<u>50</u>		<u>40</u>	<u>50</u>	

- 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: [Signature]

Payroll No: _____

Month Paid: _____

Date:		Signature of Councillor:	
-------	--	--------------------------	--

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

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

22 DEC 2014

Councillor:		<i>A Cook</i>				Vehicle Reg.				Month Ending:		NOV 2014						
Address:						Engine Size				Fuel Type (e.g. Petrol/Diesel)						Post Code:		
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)	Travelling Allowances				Subsistence		Totals						
	Place e.g. Home (2)	Start (3)	End (4)	Place e.g. Civic Centre (5)		Travel by Vehicle		Fares, Tolls, Parking, etc (9) £ p	Total Travelling Allowance Claimed (10) £ p		Outside the Authority's Area Only (11) £ p			(12) £ p				
4/11/14	HOME			CIVIC	COUNCIL	10	45				4	50						
10/11/14				CENTRE.	SCRUTINY PLACE / C/PARKS.	10				4	50							
10/11/14					SCRUTINY PLACE C.A.C.	10				4	50							
18/11/14					PLANNING - AREA 2	10				4	50							
24/11/14					SCRUTINY BOARD	10				4	50							
26/11/14					SPECIAL SCRUTINY MEETING	10				4	50							
27/11/14					AUDIT													
27/11/14					LA GOVERNORS	10				4	50							
1/1																		
1/1																		
TOTAL										31	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:	<i>22.12.14</i>	Signature of Councillor:	
-------	-----------------	--------------------------	--

For Office Use

Checked by: *[Signature]*

Payroll No: _____

Month Paid: _____

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

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

22 DEC 2014

Councillor:		Ann Cook			Vehicle Reg.			Month Ending:	Dec 2014				
Address:					Engine Size			Post Code:					
					Fuel Type (e.g. Petrol/Diesel)								
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)	Travelling Allowances				Subsistence	Totals (12)		
	Place e.g. Home (2)	Start (3)	End (4)	Place e.g. Civic Centre (5)		Travel by Vehicle	Fares, Tolls, Parking, etc (9)		Total Travelling Allowance Claimed (10)	Outside the Authority's Area Only (11)			
						Miles (7)	Rate (8) p	£	p	£	p	£	p
2/12/14	NONE			CNIC	COUNCIL	10	45			4	50		
3/12/14				"	Rights of Way	10				4	50		
4/12/14				"	planning meeting	10				4	50		
8/12/14				"	3 Scouting Panel Meetings	10				4	50		
12/12/14				"	licensing meeting	10				4	50		
16/12/14				"	planning Area 2	10				4	50		
22/12/14				"	scouting programme Board	10				4	50		
1/1													
1/1													
1/1													
TOTAL										3	50		
Less payment received or Claimed from any other body or authority													
Amount Claimed										3	50		

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: 22.12.14

Signature of Councillor: _____

For Office Use

Checked by:

Payroll No: _____

Month Paid: _____

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

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

26 FEB 2015

Councillor:	ANN COOK.	Vehicle Reg.		Month Ending:	JAN 2015
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

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)	Travelling Allowances				Subsistence		Totals			
	Place e.g. Home (2)	Start (3)	End (4)	Place e.g. Civic Centre (5)	Travel by Vehicle		Miles (7)	Rate (8)	Fares, Tolls, Parking, etc (9)		Total Travelling Allowance Claimed (10)				Outside the Authority's Area Only (11)	
									£	p	£	p			£	p
12/1/15						C.A.C. Meeting		45			4	50				
19/1/15						Scrutiny Programme } Planning - site visits }		45								
19/1/15								45			4	50				
20/1/15						SITE VISITS - PLANNING } SCRUTINY }		45			4	50				
28/1/15								45								
28/1/15						RIGHTS OF WAY } ADMISSIONS FORUM }		45			4	50				
29/1/15								45								
29/1/15						LA GOVERNORS }					4	50				
1/1																
1/1																

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.

For Office Use	
Checked by:	
Payroll No:	_____
Month Paid:	_____

Date:	26.2.15	Signature of Councillor:	
-------	---------	--------------------------	--

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

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

26 FEB 2015

Councillor:	ANN COOK	Vehicle Reg.		Month Ending:	FEB 2015
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

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 (2)	Start (3)	End (4)	Place e.g. Civic Centre (5)	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
6/12/15						LIC COMMITTEE		45			4	50		
9/12/15						SPECIAL SCRUTING		45			4	50		
12/12/15						AUDIT		45			4	50		
16/12/15						SCRUTINY PROGRAMME ROAD		45			4	50		
17/12/15						SITE VISITS - PLANNING		45			4	50		
24/12/15						COUNCIL		45			4	50		
26/12/15						LA GOVERNORS.		45			4	50		
1/1														
1/1														
1/1														
TOTAL										31	50			
Less payment received or Claimed from any other body or authority														
Amount Claimed										31	50			

- 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:	26.2.15	Signature of Councillor:	
-------	---------	--------------------------	--

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

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

10 APR 2015

Councillor:	ANN COOK.	Vehicle Reg.		Month Ending:	MARCH 2015
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

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)	Travelling Allowances				Subsistence		Totals		
	Place e.g. Home (2)	Start (3)	End (4)	Place e.g. Civic Centre (5)	Travel by Vehicle		Fares, Tolls, Parking, etc (9)		Total Travelling Allowance Claimed (10)		Outside the Authority's Area Only (11)				
							Miles (7)	Rate (8)	£	p	£	p			£
3/3/15				GUILDHALL	} planning Council	9	45								
3/3/15				"			9	45							
6/3/15				CIVIC	} Licensing	10	45		4	50			4	05	
9/3/15				GUILDHALL			9			4	50			4	05
12/3/15				GUILDHALL	} EAC meeting	9			4	05			4	05	
17/3/15				WARRINGHAM			9			4	05			"	"
31/3/15				GUILDHALL	} site visits / planning Council meeting	9			4	05			"	"	
1/1										4	05			"	"
1/1															
1/1															
TOTAL										24	75			24	75
Less payment received or Claimed from any other body or authority															
Amount Claimed										24	75			24	75

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:	10/4/15	Signature of Councillor:	
-------	---------	--------------------------	--

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

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

01 JUN 2015

Councillor:	<i>ANN COOK</i>	Vehicle Reg.		Month Ending:	<i>APRIL</i>
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

Date of Meeting (1)	Start & End of Duty (2)		Time of Meeting (3)		Location of Duty (4)	Description of Approved Duties (6) <small>(If not a Standard Council Diary meeting please provide the name of the officer present)</small>	Travelling Allowances					Subsistence		Totals (12)		
	Place e.g. Home	Start	End	Place e.g. Civic Centre	Travel by Vehicle (7)		Rate (8)	Fares, Tolls, Parking, etc (9)		Total Travelling Allowance Claimed (10)		Outside the Authority's Area Only (11)				
								£	p	£	p	£	p		£	p
<i>2/4/15</i>	<i>HOME</i>					<i>SCRUTINY</i>	<i>10</i>	<i>45</i>			<i>4</i>	<i>£05</i>				
<i>9/4/15</i>	<i>"</i>					<i>Audit</i>	<i>12</i>	<i>"</i>			<i>4</i>	<i>£05</i>				
<i>10/4/15</i>	<i>"</i>					<i>LICENSING CELL</i>	<i>10</i>	<i>"</i>			<i>4</i>	<i>£05</i>				
<i>13/4/15</i>	<i>"</i>					<i>SERVICES + SCRUTINY</i>	<i>10</i>	<i>"</i>			<i>4</i>	<i>£05</i>				
<i>14/4/15</i>	<i>"</i>					<i>PLANNING</i>	<i>10</i>	<i>"</i>			<i>4</i>	<i>£05</i>				
<i>23/4/15</i>	<i>"</i>					<i>LA GOVERNOR PANEL</i>	<i>10</i>	<i>"</i>			<i>4</i>	<i>£05</i>				
<i>28/4/15</i>	<i>"</i>					<i>COUNCIL</i>	<i>10</i>	<i>"</i>			<i>4</i>	<i>£05</i>				
<i>29/4/15</i>	<i>"</i>					<i>LICENSING CELL</i>	<i>10</i>	<i>"</i>			<i>4</i>	<i>£05</i>				
<i>1/1</i>	<i>"</i>															
<i>1/1</i>	<i>"</i>															
TOTAL														<i>32</i>	<i>40</i>	
Less payment received or Claimed from any other body or authority																
Amount Claimed														<i>32</i>	<i>40</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 is included.

<i>For Office Use</i>	
Checked by:	
Payroll No:	_____
Month Paid:	_____

Date:	<i>1/6/15</i>	Signature of Councillor:	
-------	---------------	--------------------------	--

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