

Recd 21/4/17

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COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	AN N COOK	Vehicle Reg.		Month Ending:	17 April
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		
		Start (3)	End (4)			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		
4/4/17	Home	Home	5	Guildhall	Site visits - planning	9	45			4	05			
18/4/17	"	9	12	Civic	licensing	10	"			4	50			
20/4/17	"	"	"	Guildhall	LA Balesmas	9	"			4	05			
20/4/17	"	"	"	"	Council	9	"			4	05			
21/4/17	"	"	"	"	licensing	9	"			4	05			
1/1														
1/1														
1/1														
1/1														
1/1														
1/1														
TOTAL										20	70			
Less payment received or Claimed from any other body or authority														
Amount Claimed										20	70			
										16	65			

1) 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.

2) 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.

3) 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.

4) An e-mail from the Councillor will be accepted as a signature providing the name of the Councillor is included.

Date: 21-4-17

Signature of Councillor: [Redacted]

For Office Use

Checked by: *[Signature]*

Payroll No: _____

Month Paid: _____

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

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

(1)	Start & End of Duty Place e.g. Home (2)	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
7/3/17	Home			Guildhall	planning	9	45			4	05			
10/3/17	"			"	licensing	9	"			4	05			
23/3/17	"			"	Council	9	"			4	05			
1/1														
1/1														
1/1														
1/1														
1/1														
1/1														
1/1														
1/1														
1/1														
Less payment received or Claimed from any other body or authority														
Amount Claimed										12	15			
TOTAL										12	15			

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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:	30-3-17	Signature of Councillor:	
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For Office Use

Checked by:

Payroll No: _____

Month Paid: _____

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:		ANN COOK				Vehicle Reg.		Month Ending:	FEB 2017				
Address:						Engine Size		Post Code:					
						Fuel Type (e.g. Petrol/Diesel)							
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	Start	End	Place e.g. Civic Centre		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			
7/2/17				Guildhall	planning	9	45			4	05		
9/2/17				"	CAC Communities	9				4	05		
10/2/17				"	licensing	9				4	05		
16/2/17				"	EX COUNCIL	9				4	05		
23/2/17				"	LA Governor	9				4	05		
1/1					Council	9				4	05		
1/1													
1/1													
1/1													
1/1													
TOTAL										20	25		
Less payment received or Claimed from any other body or authority													
Amount Claimed										20	25		

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.

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Checked by:

Payroll No: _____

Month Paid: _____

Date: _____

Signature of Councillor:

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