



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

27 JUN 2014

Councillor:	T. How Rees	Vehicle Reg.		Month Ending:	June
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				(11)	(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)
								Miles (7)	Rate (8)				
3/6/14	1.30	2	3.15	Civic C.	Area 2. Planning	6	45	2	70				
4/6/14	4.30	5	6.15	Civic C	Equalities Com.	6	45	2	70				
17/6/14	4.30	5	6.40	Civic C	Council	6	45	2	70				
20/6/14	9.30	9.45	10.35	CIVIC C	Licensing	6	45	2	70				
27/6/14	9.30	10		CIVIC C	Licensing	6	45	2	70				
1/1													
1/1													
1/1													
1/1													
1/1													
<b>TOTAL</b>										13	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.

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

Date:	27/ June 14	Signature of Councillor:	
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**

05 AUG 2014

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

Councillor:	<i>T. Huw Rees</i>	Vehicle Reg.	Month Ending:	July
Address:		Engine Size	Post Code:	
		Fuel Type (e.g. Petrol/Diesel)		

(1) Date of Meeting	(2) Start & End of Duty Place e.g. Home	(3) Time of Meeting		(5) Location of Duty Place e.g. Civic Centre	(6) Description of Approved Duties (If not a Standard Council Diary meeting please provide the name of the officer present)	(9) Travelling Allowances				(11) Subsistence		(12) Totals	
		(3) Start	(4) End			(7) Travel by Vehicle		(9) Fares, Tolls, Parking, etc £ p	(10) Total Travelling Allowance Claimed £ p	(11) Outside the Authority's Area Only £ p	(12) Totals £ p		
						(7) Miles	(8) Rate p				(11) £	(12) p	
<i>11/7/14</i>	<i>1.30</i>	<i>2</i>	<i>4</i>	<i>Civic C.</i>	<i>Area 2. Planning</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>31/7/14</i>	<i>4.30</i>	<i>5</i>	<i>5.45</i>	<i>" "</i>	<i>Development</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>16/7/14</i>	<i>4.30</i>	<i>5</i>	<i>6.30</i>	<i>" "</i>	<i>Council</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													

<b>TOTAL</b>														<i>8</i>	<i>10</i>
Less payment received or Claimed from any other body or authority															
Amount Claimed										<i>8</i>	<i>10</i>			<i>8</i>	<i>10</i>

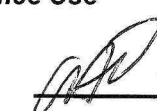
A) I declare that I have necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as an Elected Member of this Authority and that I have actually and necessarily incurred the actual mileage in column 7 above. The amounts claimed are in accordance 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: 

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: *1/8/14*

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

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







**COUNCILLORS TRAVELLING / D SUBSISTENCE ALLOWANCES CLAIM FORM**  
(PLEASE COMPLETE THIS FORM IN BLACK INK)

01 OCT 2014

Councillor:	<i>T. Huw Rees</i>	<u>Vehicle Reg.</u>		Month Ending:	<i>Sept</i>
Address:		<u>Engine Size</u>		Post Code:	
		<u>Fuel Type</u> (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)		
		Start	End			Travel by Vehicle Miles (7)	Rate (8) p	Fares, Tolls, Parking, etc (9)		Total Travelling Allowance Claimed (10) £ p	Outside the Authority's Area Only (11) £ p			
								£	p		£			p
<i>9/9/14</i>	<i>4.30</i>	<i>5</i>	<i>5.40</i>	<i>Civic C.</i>	<i>Council</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>					✓
<i>23/9/14</i>	<i>1.30</i>	<i>2</i>	<i>3.15</i>	<i>" "</i>	<i>Area 2 Planning</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>					✓
<i>24/9/14</i>	<i>4.30</i>	<i>5</i>	<i>6.20</i>	<i>" "</i>	<i>Equalities</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>					✓
<i>30/9/14</i>	<i>4.30</i>	<i>5</i>	<i>7</i>	<i>" "</i>	<i>Council</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>					✓
<i>1/1</i>														
<i>1/1</i>														
<i>1/1</i>														
<i>1/1</i>														
<i>1/1</i>														
<i>1/1</i>														

<b>TOTAL</b>										<i>10</i>	<i>80</i>			
Less payment received or Claimed from any other body or authority														
Amount Claimed														<i>10 80</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.

<b>For Office Use</b>	
Checked by:	<i>[Signature]</i>
Payroll No:	_____
Month Paid:	_____

Date:	<i>30/Sept. 14</i>	Signature of Councillor:	
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**



**26 NOV 2014**  
**COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM**  
 (PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	<i>T. Huw Rees</i>	Vehicle Reg.		Month Ending:	NOV.
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals				
		Start	End			Place e.g. Civic Centre	Description of Approved Duties <small>(If not a Standard Council Diary meeting please provide the name of the officer present)</small>	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
4/11/14	4.30	5	7.15	Civic C.	Council	6	45	2	70							
13/11/14	9.15	9.20	11.15	" "	Flood Risk Management	6	45	2	70							
14/11/14	9.30	10.	11.30	" "	Licensing	6	45	2	70							
18/11/14	1.30	2	2.25	" "	Area 2 Planning	6	45	2	70							
1/1																
1/1																
1/1																
1/1																
1/1																
1/1																
						2		10	80							

Less payment received or Claimed from any other body or authority  
 Amount Claimed

**For Office Use**

Checked by:

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

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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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: *24/Nov/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)

17 DEC 2014

Councillor:	<i>T Huw Rees</i>	Vehicle Reg.		Month Ending:	<i>Dec</i>
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 (7)	Fares, Tolls, Parking, etc (9)	Total Travelling Allowance Claimed (10)		Outside the Authority's Area Only (11)			
								Miles (7)	Rate (8) p	£	p		
<i>2/12/14</i>	<i>4.30</i>	<i>5</i>	<i>7</i>	<i>Civic C.</i>	<i>Council</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>4/12/14</i>	<i>4.30</i>	<i>5</i>	<i>5.45</i>	<i>" "</i>	<i>Deo Management Co</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>12/12/14</i>	<i>9-</i>	<i>9.30</i>	<i>11-</i>	<i>" "</i>	<i>Licensing</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>16/12/14</i>	<i>1.30</i>	<i>2-0</i>	<i>4.15</i>	<i>" "</i>	<i>Area 2 Planning</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>17/12/14</i>	<i>9.30</i>	<i>10</i>	<i>9.55</i>	<i>" "</i>	<i>Licensing</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>				
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													

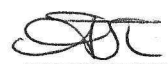
TOTAL *13 50*

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.
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**For Office Use**

Checked by: 

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: *17/12/14*      Signature of Councillor: \_\_\_\_\_

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



30 JAN 2015

# COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	<i>T. Huw Rees</i>	Vehicle Reg.		Month Ending:	January
Address:		Engine Size		Post Code:	
		Fuel Type (e.g. Petrol/Diesel)			

(1)	(2)	Time of Meeting		(5)	(6)	Travelling Allowances				Subsistence		Totals			
		Start	End			Place e.g. Civic Centre	Description of Approved Duties <small>(If not a Standard Council Diary meeting please provide the name of the officer present)</small>	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
<i>6/1/15</i>	<i>4.30</i>	<i>5</i>	<i>7.15</i>	<i>Civic C.</i>	<i>Council</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>						
<i>9/1/15</i>	<i>9.30</i>	<i>10</i>	<i>11.25</i>	<i>" "</i>	<i>Licensing</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>						
<i>25/1/15</i>	<i>9-</i>	<i>9.30</i>	<i>11.45</i>	<i>Gwintahall</i>	<i>Licensing Sub Comm.</i>	<del><i>4</i></del>	<i>45</i>	<del><i>2</i></del>	<del><i>30</i></del>						
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<b>TOTAL</b>										<i>7</i>	<i>20</i>			<i>4</i>	<i>20</i>
Less payment received or Claimed from any other body or authority														<del><i>11</i></del>	<del><i>20</i></del>
<b>Amount Claimed</b>										<i>7</i>	<i>20</i>			<i>7</i>	<i>20</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:

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

Date: *26/1/15*      Signature of Councillor: [REDACTED]

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

02 MAR 2015

## COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:		<i>T. Munn Rees</i>				Vehicle Reg.	[REDACTED]		Month Ending:	Feb.			
Address:		[REDACTED]				Engine Size	[REDACTED]		Post Code:	[REDACTED]			
						Fuel Type (e.g. Petrol/Diesel)	[REDACTED]						
Date of Meeting (1)	Start & End of Duty Place e.g. Home (2)	Time of Meeting Start End (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		
						Travel by Vehicle 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	Totals (12) £ p	
6/2/15	9.30	9.50	11.50	Civic C.	Licensing	6	45	2	70				
24/2/15	4.30	5	7.40	" "	Council	6	45	2	70				
/ /													
/ /													
/ /													
/ /													
/ /													
/ /													
/ /													
TOTAL										5	40		
Less payment received or Claimed from any other body or authority													
Amount Claimed													£ 5 40

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

Date:	<i>29/2/15</i>	Signature of Councillor:	[REDACTED]
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**For Office Use**

Checked by:

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

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

30 MAR 2015

# COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	<i>T Huw Rees</i>			Vehicle Reg.		Month Ending:	<i>March</i>
Address:				Engine Size		Post Code:	
				Fuel Type <small>(e.g. Petrol/Diesel)</small>			

(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		
<i>31/3/15</i>	<i>4.30</i>	<i>5</i>	<i>7.10</i>	<i>Gwent H.</i>	<i>Council</i>	<i>4</i>	<i>45</i>	<i>2</i>	<i>80</i>			<i>1</i>	<i>80</i>
<i>6/3/15</i>	<i>9.30</i>	<i>9.55</i>	<i>12.30</i>	<i>Civic C.</i>	<i>Licenseing.</i>	<i>6</i>	<i>45</i>	<i>2</i>	<i>70</i>			<i>2</i>	<i>70</i>
<i>31/3/15</i>	<i>4.30</i>	<i>5</i>		<i>Gwent H.</i>	<i>Council</i>	<i>4</i>	<i>45</i>	<i>2</i>	<i>80</i>			<i>1</i>	<i>80</i>
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<i>1/1</i>													
<b>TOTAL</b>												<i>6</i>	<i>30</i>
Less payment received or Claimed from any other body or authority													
Amount Claimed												<i>6</i>	<i>30</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.
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- D) An e-mail from the Councillor will be accepted as a signature providing the name of the Councillor is included.

Date:	<i>31/3/15</i>	Signature of Councillor:	
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**For Office Use**

Checked by: *[Signature]*

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

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

30 APR 2015

# COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

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

(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		
28/4/15	4.0	5		Goind Hall	Council	5	45	<del>1</del>		1	80			1	80		
/ /																	
/ /																	
/ /																	
/ /																	
/ /																	
/ /																	
/ /																	
/ /																	
TOTAL											1	80			1	80	
Less payment received or Claimed from any other body or authority																	
Amount Claimed											1	80			1	80	

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:	28/4/15	Signature of Councillor:	
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**Please, Submit claims within 3 months of duty with fuel VAT receipt**

01 JUN 2015

# COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	<i>T How Rees</i>			Vehicle Reg.		Month Ending:	<i>MAY</i>
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 <small>(If not a Standard Council Diary meeting please provide the name of the officer present)</small>	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
<i>11/5/15</i>	<i>4.30</i>	<i>5</i>	<i>6</i>	<i>Guild Hall</i>	<i>Student Lesson</i>	<i>4</i>	<i>45</i>	<i>£</i>	<i>80</i>	<i>p</i>			<i>£</i>	<i>p</i>	
<i>14/5/15</i>	<i>9.30</i>	<i>10</i>	<i>11.45</i>	<i>" "</i>	<i>Licencing</i>	<i>4</i>	<i>45</i>	<i>£</i>	<i>80</i>	<i>p</i>					
<i>19/5/15</i>	<i>4.30</i>	<i>5</i>	<i>5.40</i>	<i>" "</i>	<i>Council</i>	<i>4</i>	<i>45</i>	<i>£</i>	<i>80</i>	<i>p</i>					
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<i>1/1</i>															
<b>TOTAL</b>															
Less payment received or Claimed from any other body or authority														<i>£</i>	<i>500</i>
Amount Claimed										<i>£</i>	<i>590</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.

Date:	<i>31/MAY/15</i>	Signature of Councillor:	
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**For Office Use**

Checked by:

Payroll No: \_\_\_\_\_

Month Paid: \_\_\_\_\_

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