

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

FILE COPY

Councillor:	Andrew Jones	Vehicle Reg. Engine Size Fuel Type <small>(e.g. Petrol/Diesel)</small>		Month Ending:	April
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Address:		Post Code:	
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(1)	Start & End of Duty <small>Place e.g. Home</small> (2)	Time of Meeting		Location of Duty <small>Place e.g. Civic Centre</small> (5)	Description of Approved Duties <small>(If not a Standard Council Diary meeting please provide the name of the officer present)</small> (6)	Travelling Allowances				Subsistence		Totals			
		Start (3)	End (4)			Travel by Vehicle		Fares, Tolls, Parking, etc £ p (9)	Total Travelling Allowance Claimed £ p (10)		Outside the Authority's Area Only £ p (11)				
						Miles (7)	Rate (8) p		£	p	£			p	£
10/02/16 17	Home	10.00	12.30	LGDU Offices Cardiff	Meeting of the Local Government Data Unit	102	45			45	90			45	90
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** no evidence rec'd.*

TOTAL 45 90
 Less payment received or Claimed from any other body or authority
Amount Claimed 45 90

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:	17/03/2017	Signature of Councillor:	
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for payment 25/5/17.

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