

COUNCILLORS TRAVELLING AND SUBSISTENCE ALLOWANCES CLAIM FORM

(PLEASE COMPLETE THIS FORM IN BLACK INK)

Councillor:	Mitchell Theaker	<u>Vehicle Reg.</u>		Month Ending:	30/06/14
Address:		<u>Engine Size</u>		Post Code:	
		<u>Fuel Type</u> (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 (12) £ p			
		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	£
16/06/06 <i>MT</i>	Civic Centre Pontarddulais Primary	9:00	12:00	Penclawdd Primary	Primary School Visit to Pontarddulais and Penclawdd	30	45			13	5			13	5
25/06/06 <i>MT</i>	Civic Centre Ty Hywel, Cardiff Bay	8:00	10:30	Ty Hywel, Cardiff Bay	Meeting with the Minister for Health.	88	45	4		43	6			43	6
TOTAL										57	10			57	10
Less payment received or Claimed from any other body or authority															
Amount Claimed										57	10			57	10

- 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:	08/07/2014	Signature of Councillor:	
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For Office Use
Checked by: <u><i>MT</i></u>
Payroll No: _____
Month Paid: _____

8-7-14

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

02 SEP 2014

Councillor:	Mitchell Theaker	Vehicle Reg.		Month Ending:	31/07/14
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 (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
01/07	Civic Centre	10:00	11:00	Morrison Primary	Primary School Visit	8	45	3	60	3	60			3	60
	Morrison Primary	10:30	11:30	Civic Centre											
25/05	Swansea	10:00	12:00	Cardiff bay	Pay Day Loan Action Group Meeting			8	70	8	70			8	70
	Cardiff Bay	11:00	1:00	Swansea											

TOTAL 12 30 12 30

Less payment received or Claimed from any other body or authority

Amount Claimed 12 30 12 30

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: VHJ

Payroll No: _____

Month Paid: _____

Date:	01/09/2014	Signature of Councillor:	
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