# Mileage, subsistence and expenses claim form

**Please see notes and conditions on reverse of this form.**

CORNWALL COUNCIL

| Employee Reference no (as on Pay advice Slip) | Month | Year | Vehicle registration of vehicle to which this claim relates | Relocation miles/fare claim |
|---|---|---|---|---|
| | O C T | 2 0 1 3 | | Yes ☐ No ☒ |

Initials: J P Surname: Masters Service: Chief Executive's Vehicle: Car ☒ M/cycle ☐ P/cycle ☐ Travelling base: New County Hall

| Date | Start time | Details of route Include start and finish points, using additional lines as necessary | Finish time | Milometer reading Start | Milometer reading Finish | Miles claimed Duty | Miles claimed Taxable | Passenger miles | Receipted subsistence £ | Receipt expenses (non taxable) £ | Receipt expenses (taxable) £ | Please give full details of (using additional lines as necessary) • subsistence and accommodation claims • other expenses (including public transport, course fees etc) • attach receipts where required • names of passengers |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 3/10/13 | 1700 | Home to Regus Offices, Bristol (includes personal deduction) | 2000 | | | 149 | | | | | | Chief Executive Interviews |
| 4/10/13 | 1200 | Regus Offices, Bristol and return to Home (includes personal deduction) | 1500 | | | 149 | | | | | | Chief Executive Interviews |
| 9/10/13 | 0800 | Home to Somerset Cricket Club and return to Home (includes personal deduction) | 1730 | | | 211 | | | | | | Child Sexual Exploitation and Trafficking Conference |
| 21/10/13 | 1500 | NCH to Plymouth City Council offices and onward to Home (includes personal deduction) | 2000 | | | 95 | | 59 | | | | Meeting with Plymouth City Council |
| 23/10/13 | 0745 | Home to Royal Cornwall Showground, Wadebridge and return to Home (includes personal deduction) | 1700 | | | 20 | | | | | | Leadership Conference |
| 24/10/13 | 1100 | NCH to Boconnoc House, Lostwithiel and return to NCH | 1600 | | | 69 | | | | | | Local Enterprise Partnership Away Day |
| 30/10/13 | 1200 | Home to Heartlands and return to Home (includes personal deduction) | 1630 | | | 25 | | | | | | Convergence Local Management Committee |
| | | | Final milometer reading | | | 718 | | 59 | | | | |

Totals claimed / carry forward to next page

## Vehicle details

Complete this section if it is the first claim since April 2010 or if it is the first claim for the vehicle

Cubic capacity (as on reg. document) Make Alfa Romeo Model Spider

First year of registration: 2011 Fuel type: Diesel ☐ Petrol ☐ CO2 emission:

Is this your main vehicle? (Y/N) Are you the main user of this vehicle? (Y/N)

If you are no longer the owner of the vehicle for which your last claim was made, please enter registration number of that vehicle here:

Date of registration

I certify that the above details are correct, the expenses claimed were actually and necessarily incurred and receipts are attached. I also certify that my vehicle was used in accordance with the conditions overleaf and authorise the Council to make checks with the DVLA as may be required.