

# Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.



Employee Reference no (as on Pay advice Slip)	Month J U L	Year 2 0 1 3	Vehicle registration of vehicle to which this claim relates	Relocation miles/fare claim Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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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		Miles claimed		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
				Start	Finish	Duty	Taxable					
1/7/13	0900	Home to Polrean Country House, Looe and onward to NCH, Truro (includes personal deduction)	1300			62						Meeting with local residents
2/7/13	1200	NCH, Truro to Exeter airport	1400			96		96				Travel to LGA Conference
4/7/13	1000	Exeter airport to home (include personal deduction)	1200			76						Travel from LGA Conference
15/7/13	1630	NCH, Truro to Lostwithiel Nursery and onward to home (includes personal deduction)	2000			41						Cornwall Craft Association 40th Anniversary
17/7/13									16.90			Subsistence for meeting with colleagues –Social Enterprise event London
18/7/13	1030	Newquay airport to Barclay House Hotel, Looe and onward to NCH, Truro	1430			82						Meeting with local residents
25/7/13	1200	NCH to St John's Hall, Penzance and return to NCH	1900			52						Meeting with Local Members
Final milometer reading							409		96			
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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**Items to be completed by the administrative officer or clerk**

Final milometer reading	Duty miles	Taxable miles	Subsistence	Expenses	Passengers	VAT
Mileage rate code						
	Total for special sun coding				Sun code	
User type						
Totals and relevant details checked by						
Initials	Date					
Input	Initials					
<b>Claim approved</b>	Date	Name (in capitals)				
Signature				Designation		