

# 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	Year	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					
3/6/13	1200	NCH to Plymouth City Council Offices and return to Fraddon	1730			106		97			4.80	Meeting with Chief Executive of Plymouth City Council
5/6/13	1330	Epiphany House to Tremough Campus, Penryn	1400			10						Public Sector Group
5/6/13	1700	Tremough Campus, Penryn to Falmouth Hotel and onward to home (includes personal deduction)	2130			15						Local Government Association Coastal SIG Annual Dinner
6/6/13	0800	Home to Royal Cornwall Showground and return (includes personal deduction)	1800			9						Attendance at Royal Cornwall Show
7/6/13	1300	NCH to Penzance Ore Stop Shop and onward to home (includes personal deduction)	1700			53						Meeting with Local Member
18/6/13	1730	NCH to Golberdon Village Hall, Callington and onward to home (includes personal deduction)	2130			76						Attendance at South Hill Parish Council meeting
20/6/13	0730	Home to Taunton Rugby Club and onward Bodmin Parkway (includes personal deduction)	1800			206						South West Councils Chief Executive's meeting
20/6/13	1800	Bodmin Parkway to Duke of Cornwall Hotel, Plymouth, onward to Bodmin Parkway and return to home (includes personal deduction)	2100			67		59		1.20		Peninsula Chief Executive's meeting
27/6/13	1800	NCH to Eden Project and onward to home (includes personal deduction)	2100			19						Eden Summer garden party
28/6/13	1300	NCH to Tremough Campus, Penryn and onward to home (includes personal deduction)				16						Social Enterprise event

Final milometer reading	577	Totals claimed / carry forward to next page
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