

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"/>		
										M	A	Y	2	0	1	3							
Initials: J P		Surname: Masters			Service: Chief Executive's				Vehicle: Car <input checked="" type="checkbox"/>		M/cycle <input type="checkbox"/>		P/cycle <input type="checkbox"/>		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																
3/5/13	0800	Home to Royal Cornwall Showground and Return to Home (includes personal deduction)	2000			8						Attendance at Wadebridge Count for Unitary Election											
9/5/13	0800	Home to Headland Hotel, Newquay and onward to New County Hall, Truro (includes personal deduction)	1400			25						Cornwall Works WISE Awards											
10/5/13	1030	New County Hall, Truro to Saltash Guildhall	1300			51		38				Celtic Cross Ceremony											
10/5/13	1300	Saltash Guildhall to Sandplace, Looe and return to Kinglsey Village (includes personal deduction)	1800			35		29				Meeting with Looe Residents											
14/5/13	1300	New County Hall, Truro to Wadebridge One Stop Shop	1445			26						Meeting with Members											
14/5/13	1445	Wadebridge One Stop Shop to Newquay Airport	1700			14						Meeting with Newquay Airport and External Partners											
14/5/13	1700	Newquay Airport to Truro College	2100			23						Cornish Question Time Event											
15/5/13	1300	New County Hall, Truro to Dolcoath Avenue, Camborne and onward to home	1700			25						Meeting with Members											
16/5/13	0830	Home to Royal Cornwall Showground, Wadebridge and onward to New County Hall, Truro (includes personal deduction)	1400			39						Safeguarding Advocates Event											
22/5/13	0800	Home to Wadebridge Christian Centre and onward to New County Hall, Truro (includes personal deduction)	1400			20						Convergence Local Management Committee											
29/5/13	0830	Home to Falmouth Docks and onward to New County Hall, Truro (includes personal deduction)	1130			21						Meeting with Harbour Master											
29/5/13	1500	New County Hall, Truro to Shire Hall, Bodmin and onward to home (includes personal deduction)	1700			35						Meeting with University of Exeter											