

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	R	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							
4/3/13	0830	Home to St Austell One Stop Shop and return to New County Hall, Truro	1300			12						Meeting with Planning & Regeneration Senior Management Team		
6/3/13	0630	Home to Bodmin Parkway train station	0715			9						Attendance at IESE Event, Westminster		
7/3/13	1400	Bodmin Parkway train station to New County Hall, Truro	1445			20						Return from IESE Event, Westminster		
7/2/13									8.49			Subsistence at SOLACE Welfare Reform Seminar		
7/3/13									4.40			Car parking – CLT Meeting		
21/3/13									51.68			Fuel for hire car – MJ Future Forum		
22/3/13									33.11			Fuel for hire car – MJ Future Forum		
				Final milometer reading		41			97.68					

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 <input type="checkbox"/>	Petrol <input type="checkbox"/>
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 11 April 2013		page 1 of 1	

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					
Claim approved	Date	Name (in capitals)				
Signature				Designation		