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) THIS FIELD MUST BE COMPLETED	Month	Year		Relocation miles/fare claim
0 1 T M	N O V	2 0 1 2		Yes ☐ No ☒

Initials: KG Surname: LAVERY Service: CHIEF EXECS Vehicle: Car ☒ M/cycle ☐ P/cycle ☐ Travelling base: NCH

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 • reason for journey
01/11/12	12.45	NCH to St Austell and return	15.00			33						Staff engagement sessions
07/11/12	11.30	NCH to Exeter and return	16.00			177						Eden Project meeting
08/11/12	09.00	NCH to Camborne and return	12.00			25						Staff engagement sessions
15/11/12	12.30	NCH to Camborne	13.00			12						HR away day Lewanack House, Camborne
15/11/12	14.00	Camborne to Truro	16.00			12						Meeting with Prof Steve Thornton at Knowledge Spa
16/11/12	10.00	NCH to Carn Brae and return	12.00			22						Carn Brea Election
16/11/12	15.30	NCH to Carn Brae	16.00			11						Carn Brea Election
19/11/12		Hotel expenses									27.00	CCN conference/meetings at Staffordhsire County Council
27/11/12	15.30	NCH to Plymouth and return	21.30			111		111				Meeting SW Leaders & CEX re Plymouth City Deal
27/11/12		Parking in Plymouth									4.00	Evening/Overnight parking receipt (passenger Jim Currie)
28/11/12	11.30	NCH to Newquay and return	15.00			26						Senior Executives Forum (speaker) (passenger Davinia Grist)
29/11/12	10.00	NCH to Dolcoath and return	13.30			25		25				Staff engagement sessions (passenger Davinia Grist)
30/11/12		Monthly BT Bill									49.60	Line Rental and Broadband
		Final milometer reading				454		136			53.60	

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 Model

First year of registration: 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:

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 authoris e the Council to make checks with the DVLA as may be required.

Signed

Date 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