

# Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.



<b>Employee Reference no (as on Pay advice Slip) THIS FIELD MUST BE COMPLETED</b>	Month	Year	Vehicle registration of vehicle to which this claim relates	Relocation miles/fare claim Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	J U N	2 0 1 2		

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		Miles claimed		Passenger miles	Receipted subsistence £	Receipt expenses (non taxable) £	Receipt expenses (taxable) £	Please give full details of (using additional lines as necessary) <ul style="list-style-type: none"> <li>subsistence and accommodation claims</li> <li>other expenses (including public transport, course fees etc)</li> <li>attach receipts where required</li> <li>names of passengers</li> <li>reason for journey</li> </ul>
				Start	Finish	Duty	Taxable					
1.6	0830	NCH to Hayle and Rtn	1400			36						Cornwall Development Company Board Meeting
7.6	0800	NCH to Wadebridge & Rtn	1730			52						Royal Cornwall Show/Royal visit
13.6	1200	NCH to Pool & Rtn	1430			22						Launch of Academy at Cornwall College
19.6	1200	NCH to Pool & Rtn	1400			22						Planning Conference at Heartlands
21.6	0800	NCH to Fraddon & Rtn	1730			26						Corporate Leadership Team meeting
22.6	0800	NCH to Taunton & Rtn	1700			244						SW Councils & CEX meeting (own car used due to change of plans at last minute)
25.6	1600	NCH to Birmingham	-						13.80			Refreshments for 3 en route to LGA conference in Birmingham. Travel in hire car with Members (Alec Robertson/John Wood)
26.6		During LGA Conference in Birmingham							7.60			Lunch for 1
27.6		During LGA Conference in Birmingham							5.95			Coffees for 3 (Members as above)
28.6		During LGA Conference in Birmingham								25.00		Fuel for hire care/return drive
30.6		BT monthly bill								42.14		Line rental/Broadband
<b>Final milometer reading</b>							402		17.35		67.14	

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:

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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			