

Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.



Employee Reference no (as on Pay advice Slip) THIS FIELD MUST BE COMPLETED		Month	Year	Vehicle registration of vehicle to which this claim relates				Relocation miles/fare claim Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
		F E B	2 0 1 2								
Initials: KG		Surname: LAVERY		Service: CHIEF EXECS		Vehicle: Car <input checked="" type="checkbox"/> M/cycle <input type="checkbox"/> P/cycle <input type="checkbox"/>		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) • subsistence and accommodation claims • other expenses (including public transport, course fees etc) • attach receipts where required • names of passengers • reason for journey
				Start	Finish						
09/02/12	-	Taxi in London							10.00		Travel between venues in London
09/02/12	-	Taxi in London							16.20		Travel between venues in London
09/02/12	-	Parking at Newquay Airport								18.00	Airport parking
10/02/12	1045	Newquay Airport to NCH		19279	19298	19					
17/02/12	0830	NCH to St Austell -	-	19516	-						Unlocking Cornish Potential event
"	-	St Austell to CFT Offices, Porthpean	-	-	-						Meeting with Health Chief Executives
"	-	To One Stop Shop & rtn to NCH	1530	-	19549	33					Meeting re Eden Project
22/02/12	1740	NCH to Kingsley Village & rtn	2000	19765	19791	26					Evening Meeting with DCLG
24/02/12	0830	NCH to Pool Berlewen Building - rtn	1400	19835	19855	20					Staff Training on ERP
27/02/12	1230	NCH to Pool Innovation Centre & rtn	1500	19963	19983	20					Meeting with Scottish Minister re Broadband
27/02/12	1730	NCH to Watergate Bay & rtn	2100	19983	20015	32					Evening Meeting with Private/Public sector representatives
				Final milometer reading	20080	348			82.20	31.00	
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 <input type="checkbox"/> Petrol <input type="checkbox"/>	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 authorise the Council to make checks with the DVLA as may be required.			
Signed			
Date	page 2 of 2		

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	