

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"/>
	J A 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"> • subsistence and accommodation claims • other expenses (including public transport, course fees etc) • attach receipts where required • names of passengers • reason for journey
				Start	Finish	Duty	Taxable					
03/01/12	1630	NCH to Launceston & rtn	2100	17756	17860	104						Dinner meeting with Government minister
04/1/12	0830	Goonhilly Earth Station & rtn to NCH (-11m)	1230	17871	17904	22						Site visit/meeting
04/01/12	1800	Watergate Bay & rtn	2200	17904	17938	34						Meeting with Cornish Foundation of Promise
16/01/12	1800	NCH to St Austell & rtn	2230	18316	18348	32						Dinner meeting with Chair/CEX of PCT
19/01/12	0900	NCH to Newquay & rtn	1400	18422	18456	34						Speaker at Collaborate Cornwall Conference in Newquay
19/01/12	1630	NCH to Prussia Cove & rtn	2230	18456	18493	37						Guest at International Musicians Seminar Concert
31/01/12		BT monthly bill – January									44.00	Line Rental/Broadband etc
Final milometer reading				18920		263					44.00	

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 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 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					
Claim approved	Date	Name (in capitals)				
Signature				Designation		