

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 type="checkbox"/>
	N O V	2 0 1 1		

Initials: K G 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 – Lease/provided cars only		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	Duty	Taxable					
24/10	1800	Meeting with Corporate Directors	2000						95.00			Dinner/evening meeting (for 3)
02/11	0830	Travel to Wadebridge & return	1930	14836	14885	49						Leadership Meeting at Show Ground
03/11	1030	Travel NCH to Launceston	-	14907	-	-						Meeting Devon & Cwll Rural Group, Launceston
03/11	-	Travel Launceston to Bodmin	-	-	-	-						Meeting at Proper Cornish in Bodmin
03/11	-	Travel Bodmin to NCH	1630	-	15004	97						Return to NCH
04/11	0600	Travel to Coventry	-	15028	15293	265						Travel to Assn of County Chief Execs Conference (Fri/Sat meetings)
05/11	-	Travel from Coventry to NCH	1300	15293	15558	265						Return journey from ACCE conference
09/11	0800	Travel to/from Pool (-11)	1300	15624	15647	12						Shared Services meeting at Pool
10/11	0930	Travel to St Austell and rtn	1500	15670	15702	32						Various staff visits in St Austell area
14/11	0800	NCH to St Ives and rtn	1230	15753	15799	46						Speak at Enterprise Institute event, St Ives
21/11	0530	Travel to NQ Airport (-11)	-	15919	15950	20						For flight to London (various Council business meetings)
21/11	-	Taxi in London	-							5.00		Taxi to meeting venue in London
Final milometer reading									95.00	5.00		
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 1 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		

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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					
22/11	-	Taxi	-							10.00		Taxi between venues in London
22/11	-	Underground travel	-							4.00		Tube between venues in London
22/11	-	Return from Newquay airport	1830	15950	15970	20						Travel back to NCH
24.11	1300	NCH to Newquay Airport	-	16014	16034	20						For flight to London (various Council business meetings)
24.11	-	Taxi in London	-							13.50		Taxi between venues in London
24.11	-	Taxi in London	-							10.00		Taxi between venues in London
25.11	-	Return from Newquay Airport	1100	16034	16054	20						Travel back to NCH
28.11	0900	NCH to Exeter	-	16167	16263	96						National Leadership event in Edinburgh (Took own car as cheaper than hire + parking)
28.11	-	Taxi in Edinburgh	-							19.50		Taxi to meeting venue in Edinburgh
30.11		Monthly BT bill (September)									41.90	Line Rental/Broadband
"		Monthly BT bill (October)									41.90	Line Rental/Broadband
"		Monthly BT bill (November)									41.90	Line Rental/Broadband

Final milometer reading 16263 95.00 62.00 125.70

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

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