

# 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"/>
O C T 2 0 1 1				

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					
7/10	1130	NCH to St Erth depot	1230	13580	13500	20						Meeting with Tate St Ives
"	1330	St Erth to Penzance	1400	13600	13607	7						Staff meetings at St Clare offices
"	1630	Penzance to Home (-11)	1730	13607	13638	20						Return journey (less normal office mileage)
11/10	0830	NCH to Exeter Airport	-	13722	13817	95						For flight to Solace Conference
"	-	Taxi in Edinburgh	-							5.60		Between venues in Edinburgh
"	-	Taxi in Edinburgh	-							5.00		Between venues in Edinburgh
"	-	Taxi in Edinburgh	-							16.50		Between venues in Edinburgh
12/10	-	Taxi in Edinburgh	-							8.00		Between venues in Edinburgh
12/10	-	Taxi in Edinburgh	-							5.50		Between venues in Edinburgh
"	-	Airport parking at Exeter	-								27.00	Exeter Airport parking
"	2330	Return home (-11)	0045	13817	13925	95						Exeter to Falmouth (less normal office mileage)
18/10	0700	Home - Bedruthan & return to NCH (-11)	1100	14038	14086	37						Chamber of Commerce guest speaker
26/10	0430	Home to Birmingham (-11)	0900	14191	14458	256						Leeds Castle Leadership event (less normal office mileage)
28.10	1700	Birmingham to Home (-11)	2130	14458	14725	256						(took own car due to last minute personal circumstances)
Final milometer reading				14759						40.60	27.00	

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				