

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"/>
0 1 T M	S E P	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"> • 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					
1/9	0530	Home to Newquay Airport (-11)	-	12569	12600	20						Flight to London – interview re Police Area Returning Officer
"	-	Journey between venues in London	-							9.00		Taxi in London
"	-	Journey between venues in London	-							16.50		Taxi in London
"	-	Newquay Airport to home (-11)	2215	12600	12631	20						Return journey from Newquay Airport
"	-	Pool to NCH	1430	12644	12656	12						Return to County Hall from Shared Services at Pool
5/9	1715	NCH to Eden and return	2115	12686	12724	38						For KBE presentation with Lord-Lieutenant
9/9	1700	Home to Eden and return	2130	12714	12776	62						For Lord-Lieutenant's farewell celebration
12/9	1200	Journey to Birmingham (by train prepaid)	-							7.00		For Creative Councils Event (Taxi from station)
13/9	-	Taxi to Birmingham station	-							6.00		
"	-	Luggage deposit at Victoria	-								8.50	Left luggage while attending meeting
"	-	Taxi in London	-							7.50		Chief Executives meeting/dinner at House of Commons
"	-	Taxi in London	-							6.00		

Final milometer reading 152 52 8.5

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		

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				Start	Finish	Duty	Taxable					
14/9	-	Taxi in London	-							14.00		For Leeds Castle Leadership event
14/9	-	Taxi in London	-							12.50		Between venues in London
15/9	-	Taxi from Rugby train station to Hinckley	-							23.70		For LGC Summit
16/9	-	Taxi from Hinckley to Nuneaton Station	-							12.00		To catch return train to Truro
16/9	-	Return to Cornwall (by train prepaid)	1722									
28/9	0930	NCH to Taunton	-	13014	13137	123						Meeting with Sir Ian Carruthers, NHS
28/9	-	Taunton to Bristol	-	13137	13187	50						Speaker at Deloitte Finance Event
"												(NB Mileage expenses to be claimed back, paid to CC)
"	-	Bristol to Truro	2200	13187	13356	169		142				Passenger for return journey to Bodmin - Neil Kirkland
29/9	1200	NCH to St Austell and return	1600	13368	13399	31						Annual Public Health meeting at Sedgmoor
30/9	0530	Home to Newquay Airport & return (-22)	1830	13410	13472	40						Various meetings in London
				Final milometer reading	13472	565		142		114.20	8.50	

Totals claimed / carry forward to next page

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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