

# 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	<b>Vehicle registration</b> of vehicle to which this claim relates				<b>Relocation miles/fare claim</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
0	1	T	M	J	U	L	2	0	1	1		
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	Duty	Taxable					
4.7.11	16.30	NCH to The Duke of Cornwall Hotel, Plymouth PL1 3LG and return	21.30	10357	10472	115		115				SW Peninsula CEX/Leader dinner. Alec Robertson as passenger
6.7.11	11.30	NCH to Arundell Arms, Lifton, PL16 0AA and return	16.00	10519	10621	102		102				Regular forum with University of Exeter. Tom Flanagan as passenger
7.7.11	8.35	NCH to Looe Children's Centre, Trewint Crescent, then Pelynt Church and return	15.00	10644	10734	90		39				Meet staff at Looe CCentre, Trelawny Plate at Pelynt Church. Alec Robertson as passenger on return journey
15.7.11	8.45	NCH to Cornwall College, St Austell and return	14.00	10956	10989	33						Unlocking Cornish potential event.
19.7.11	13.15	NCH to Higher Trenant and return	17.00	11054	11107	53						Meeting staff at Higher Trenant
22.7.11	12.00	NCH to Pool Innovation Centre and return	15.30	11171	11195	24						HMRC and Cornwall Council reforming public services.
30.7.11		BT bill for July									41.90	Line rental/Broadband
Final milometer reading				11241	417			256			41.90	

Totals claimed / carry forward to next page

<b>Vehicle details</b>			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 1		

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					
<b>Claim approved</b>	Date	Name (in capitals)				
Signature					Designation	