

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 U N	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) • 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					
8.6.11	8.30	NCH to The Elms TR15 1LS and return	15.00	9693	9712	19						PMC meeting
15.6.11	5.00	Home to Nqy Airport (- 11 miles)	-	9875	9906	20						London Local Gov Group meeting
16.6.11	-	Nqy Airport to NCH	11.00	9906	9926	20						
17.6.11	12.00	NCH to Tremough and return	14.30	9948	9966	18						Meet Dame Mary Keegan, UCF Governors meeting
21.6.11	17.30	NCH to Headland Hotel and return	21.00	10038	10071	33		33				BT Broadband event with Chris Ridgers as passenger
23.6.11	5.00	Home to Nqy Airport (-11 miles)	-	10110	10141	20						Various meetings & MJ Awards evening, London
23.6.11	-	Taxis between meeting venues London	-							46		3 journeys in London , £12, £16 and £18 (receipts attached)
24.6.11	-	Taxi to train station	-							10.40		Receipt attached
24.6.11	-	Nqy Airport to NCH	11.00	10141	10161	20						
25.6.11	17.00	Home to Truro Piazza to Home	20.00	10191	10213	22						Unveiling of the Drummer Statue(Saturday)
26.6.11	17.30	Home to Eden Project to Home	22.00	10213	10277	64						Trustee event Eden project (Sunday)
30.6.11	-	BT bill for June 2011	-								41.90	Line rental/broadband
Final milometer reading				10315		236		33		56.40	41.90	

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 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					
Claim approved	Date	Name (in capitals)				
Signature					Designation	