

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"/>
A P R 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					
13.04	0930	NCH to Lostwithiel, PL22 0RG	1030	7426	7457	31						CLBA Annual Conference
13.04	1300	Lostwithiel to Ware, Hertfordshire SG12 0SD	1830	7457	7752	295						ACCE Seminar
15.04	1200	Hertfordshire to Home (-11)	1730	7754	8068	314						Travel back from ACCE Seminar
18.04	0530	Home to NQY Airport + Return (-22)	1830	8201	8239	38						Flight to London- MJ Awards
"											5.00	Airport development fee (K Lavery)
"											10.00	Airport parking
"										15.00		Taxi in London to meeting (KL/ AR/C Arymar)
"										18.00		Taxi in London (KL/AR/C Arymar)
30.04		BT bill for April 2011									41.60	Monthly Broadband/line rental etc
Final milometer reading				8502	678					33.00	56.60	
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	