

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"/>	
	M A 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					
2.3	10.00	NCH- Eden Project- NCH	13.00	5565	5587	22						Opening of DoTT Summit
3.3	13.00	NCH- Camborne College- NCH	17.00	5609	5634	25						Visit to Camborne College (Mike Lister, Head teacher)
9.3	18.30	Dinner with Chair of Children Improvement Bd	20.30			-					90.25	Dinner with Lucy de Groot/Sally Withington
15.3	08.00	NCH- Royal Cornwall Showground, Wadebridge- NCH	16.00	5934	5983	49						CSP Board and CDC Staff Conference
17.3	13.30	Newquay Airport Fee	14.00								5.00	Airport Development Fee
17.3	16.00	Paddington to Hotel	16.20							10.50		Taxi in London
18.3	08.30	Hotel to meeting venue	08.45							7.00		Taxi in London
18.3	16.05	Central London to Paddington	16.25							12.00		Taxi in London
21.3	09.00	NCH- St Columb Major- NCH	14.30	6171	6206	35						LEP Interviews
22.3	17.30	NCH to Treliske	20.30			-				4.40		Car Park at Treliske (speaker at MBA/LMC meeting)
23.3	06.00	Home- Newquay Airport (-11)	-	6250	6277	16						Flight to London- LGC Awards
23.3		Newquay Airport Fee									5.00	Airport Development Fee
23.3		Taxi to Hotel								9.00		Taxi in London
Final milometer reading						170				42.90	100.25	
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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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
	M A R	2 0 1 1		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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					
24.3		Taxi between meeting venues								10.00		Taxi in London
24.3		Taxi to Paddington								5.00		Taxi in London
24.3		Airport parking									13.50	Parking at Newquay Airport
24.3	-	Newquay Airport- Home (-11)	17.30	6277	6304	16						Flight from London- LGC Awards
25.3	07.30	NCH- Saltash- NCH	15.00	6304	6404	100						Interviews for CEX of PCT (Peninsula House)
31.3	12.00	NCH- Falmouth- NCH	14.30	6791	6813	22						Meeting Peter Fraser, Harbour Lights
31.3		BT bill for March 2011									41.60	Line rental/Broadband etc
31.3		Reimbursement of fees									350.00	2011 fees for accommodation in London
11.5.10		Outstanding bill for evening meeting									166.00	Dinner with PCT/RCHT/Leader (see attached details)
Final milometer reading				6825		308				57.90	671.35	

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 <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: _____	
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Signed _____	
Date _____	page 2 of 2

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 _____		