

# 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		Vehicle registration of vehicle to which this claim relates										Relocation miles/fare claim Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
										F	E	B	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) <ul style="list-style-type: none"> <li>• subsistence and accommodation claims</li> <li>• other expenses (including public transport, course fees etc)</li> <li>• attach receipts where required</li> <li>• names of passengers</li> <li>• reason for journey</li> </ul>																
				Start	Finish	Duty	Taxable																					
3.02	13.30	NCH- NQY Airport	-	4098	4119	21						SOLACE Annual Dinner																
"		Airport Development Fee									5.00																	
"		Taxi journey								7.50		Taxi to hotel in London																
"		Taxi journey								7.00		Taxi between venues in London																
"		Taxi journey								10.50		Taxi between venues in London																
		Airport parking									13.50	Parking fee at Newquay airport																
4.02	-	NQY Airport- NCH	18.30	4119	4140	21																						
9.02	8.30	Home- UWE Event Conf centre, Bristol	11.30	4246	4430	173*						CIPFA Conference																
9.02	14.00	Bristol- Pool Innovation Centre	18.00	4430	4612	182						Meeting re LEP/ Economic Forum																
12.02	10.00	Home- NCH- Return	15.00	4672	4694	22						Bewnans Kernow, Council Chamber (Saturday)																
14.02		Reimbursement of Fees									340.00	Reimbursement of fees for accommodation in London																
		(*over and above daily office mileage)																										
Final milometer reading							419			25.00	358.50																	
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:			
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 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			

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	F E B	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"> <li>• subsistence and accommodation claims</li> <li>• other expenses (including public transport, course fees etc)</li> <li>• attach receipts where required</li> <li>• names of passengers</li> <li>• reason for journey</li> </ul>
				Start	Finish	Duty	Taxable					
14.02	13.30	NCH- NQY Airport	-	4786	4807	21						Speaker at City of LDN Corporation Retirement Dinner
"		Airport development fee									5.00	
"		Taxi journey								6.50		Taxi to hotel
"		Taxi journey								16		Taxi to conference venue
"		Taxi journey								16		Taxi from Conference venue
15.02		Taxi journey								8.00		Taxi from hotel
"		Parking fee									8.00	Parking at Newquay airport
15.02	-	NQY Airport- NCH	10.30	4807	4828	21						Speaker at City of LDN Corporation Retirement Dinner
17.02	7.00	Home – Penzance- NCH	10.30	4860	4907	36*						Depot Staff Visit at Longrock
22.02	18.00	NCH- The Cornwall Hotel, St Austell- Home	23.00	5114	5155	30*						Informal Dinner with business leaders
31.03		BT Bill for Jan 2011									41.70	Line rental/Broadband etc
31.03		BT Bill for Feb 2011									41.60	Line rental/Broadband etc
Final milometer reading				5533	527					71.50	454.80	

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:

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