

# 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"/>
	D E C	2 0 1 0		

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					
1.12	1630	NCH to Newquay + Return	2130	02435	02471	36						BT Workshop/dinner re Broadbanc
7.12	1300	NCH to Newquay Airport	-	02558	02578	20						Flight to London, various meetings inc LGC Awards judging
7.12		Airport levy								5.00		Passenger Levy at airport
7.12		Taxi journey							9.00			Taxi in London to hotel
8.12		Taxi journey							5.00			Taxi in London between meetings
8.12		Taxi journey							10.00			Taxi in London between meetings
9.12		Taxi journey							8.20			Taxi in London from hotel to station
9.12		Car park								13.50		Car Park at Newquay airport
9.12	-	Newquay Airport to NCH	1130	02578	02598	20						Return from London
16.12	1330	NCH to Redruth	1600	02719	02728	9						Adult Social Care 'Big Conversation' with staff
16.12	1600	Redruth to Plymouth	1800	02728	02790	62						SW Peninsula Leaders/Chief Executives meeting
16.12	2030	Plymouth to Home	2200	02790	02857	67 (-11)						" "
20.12	1600	NCH to Redruth	1700	02916	02925	9						Visit to Contract Signs, Treleigh Ind Est
12.11		BT monthly bill (12.11.10)								41.28		Line rental, broadband & calls package
Final milometer reading				03308		212				73.48	18.50	

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

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	D E C 2 0 1 0			

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					
9.12		Hotel									240.00	Hotel bill in London - two nights (see details on page 1)
13.12		BT monthly bill (13.12.10)									41.28	Line rental and broadband/calls package
		Carried forward					212		73.48		18.50	
				Final milometer reading	03308	212			73.48		299.78	
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

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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	