

# 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"/>	
	N O V	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					
2.11	12.00	NCH to Lis Escop, Feock + Return	14.00	00341	00350	9						Meeting with Bishop Tim
4.11	10.00	NCH to Scorrier + Return	15.00	00386	00400	14						Local Member and Staff Meetings
5.11	8.00	Home to Wadebridge + Return	18.00	00423	00491	68 (-22)						Staff Conference at Royal Cornwall Showground, Pavillions
6.11	10.00	Home to Truro Cathedral + Return	16.00	00491	00514	23						9-10 Degree Awards (Saturday)
9.11	8.30	NCH to Polruan Hotel, Mullion + Return	15.00	00637	00685	48						Tracker Training Day
12.11	6.00	Home to University of Warwick, Coventry	-	00738	01012	274(-11)						ACCE Joint Seminar
13.11	-	University of Warwick, Coventry to Home	17.30	01012	01286	274						ACCE Joint Seminar (Saturday)
15.11	8.00	NCH to Bristol Airport	-	01317	01476	159		159				Visit to Brussels Office + Carolyn Rule (passenger)
16.11	-	Bristol Airport to Home	23.00	01476	01644	168(-11)		157				Visit to Brussels Office + Carolyn Rule (passenger)
25.11	9.00	NCH to Weston Park, Shropshire	-	01815	02086	271						NLGN Policy Summit
26.11	-	Shropshire to Home	19.00	02086	02346	280(-11)						NLGN Policy Summit
30.11	17.00	NCH to Wadebridge + Return	22.00	02389	02419	50						NFU Annual Meeting at Royal Cornwall Showground, Pavillions
		BT monthly bill (12 Oct 10)								41.28		Line rental, broadband & calls package
Final milometer reading				02419	1563			316		41.28		

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) 1998 Make AUDI Model TT

First year of registration: 2010 Fuel type: Diesel  Petrol  CO2 emission: 139

Is this your main vehicle? (Y/N) YES Are you the main user of this vehicle? (Y/N) YES

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: O V 5 6 K L S

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