

# Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.



Employee Reference no (as on Pay advice Slip)	Month O C T	Year 2 0 1 0	Vehicle registration of vehicle to which this claim relates	Relocation miles/fare claim Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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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)
				Start	Finish	Duty	Taxable					
5.10	15.00	NCH to Liskeard School + College	17.00	76951	76989	38						PFI1 Schools Meeting
5.10	17.00	Liskeard Sch-Duke of Cornwall Hotel-NCH	21.00	76989	77068	79						SW Peninsula CEX/Leader dinner in Plymouth
7.10	8.00	Home-Bodmin Depot	13.00	77112	77148	36 (-11)						Local Staff and Member Meetings
7.10	13.00	Bodmin Depot- Retallick, St Columb Major	14.30	77148	77162	14						Meeting with Nick Tucker Brown
7.10	14.30	Retallick to Stoke Climsland	17.30	77162	77199	37						Visit to Duchy College
7.10	17.30	Duchy College-St Mellion International Resort	-	77199	77205	6						Cornwall Tourism Awards- Overnight Stay
8.10	8.30	St Mellion to Home	10.00	77205	77262	(57-11)						Return from Cornwall Tourism Awards
12.10	5.30	Home to NQY Airport	6.20	77467	77497	30 (-11)				5.00		Flight to London (+ £5 Development Charge) BIS Inquiry
12.10	18.00	NQY Airport to Home	18.50	77497	77527	30 (-11)						Return from BIS Inquiry, London
14.10	10.00	NCH to Camborne + Return	12.00	77571	77596	25						Cornwall Council Welcome Day
Final milometer reading				77960	308						5.00	

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 which backs 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 by: \_\_\_\_\_ (s) **MICHAEL A CRICCI**  
 Designation: **CORP. DIRECTOR**