

Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.



	Month	Year	Vehicle registration of vehicle to which this claim relates	Relocation miles/fare claim Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td><td style="width:20px; height:20px;"></td> </tr> <tr> <td style="text-align:center;">S</td><td style="text-align:center;">E</td><td style="text-align:center;">P</td><td style="text-align:center;">2</td><td style="text-align:center;">0</td><td style="text-align:center;">1</td><td style="text-align:center;">0</td><td style="text-align:center;"></td><td style="text-align:center;"></td><td style="text-align:center;"></td><td style="text-align:center;"></td><td style="text-align:center;"></td> </tr> </table>													S	E	P	2	0	1	0									
S	E	P	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"> 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					
1/9	13.30	NCH- Kingsley Village	15.00	75058	75070	12						Private Meeting
1/9	15.00	Kingsley Village-RCS Pavilions-NCH	17.00	75070	75106	36						Cornwall Cultural Sector Event
2/9	13.30	NCH-Truro-NCH	15.00			0					2.50	Car park for meeting with Town and Parish Councils
4/9	13.00	Home- The Guildhall, St Ives- Home	17.30	75156	75208	52						Gorsedh Kernow
4/9										4.00		Park and Ride to St Ives for Gorsedh meeting
7/9	14.00	NCH- Heron Tennis Centre, NQY- NCH	16.30	75249	75281	32						PCT Meeting
10/9	12.30	NCH- Council Chamber, St Austell	15.30	75346	75363	17						Head teachers budget meeting
10/9	15.30	St Austell- Cabilla Manor, Bodmin- NCH	18.00	75363	75410	47						Renewable energy meeting
16/9	13.00	NCH- Headland Hotel NQY- NCH	17.00	75511	75545	34						ACES Conference
23/9	8.30	NCH- Birmingham- NCH	20.30	75983	76475	492						CIPFA Conference, Hippodrome Theatre
27/9	9.30	NCH- Pool Innovation Centre- NCH	16.00	76679	76703	24						CLT/ Cabinet Away Day
29/9	5.20	Home- NQY Airport	-	76768	76794	26 (-11)					5.00	Flying to London for ACCE Conference (£5 development fee)

Final milometer reading		761		11.5	7.50
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					
Claim approved	Date	Name (in capitals)				
Signature			Designation			