Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.

CORNWALL COUNCIL

	Month	Year	**Vehicle registration** of vehicle to which this claim relates	Relocation miles/fare claim
	S E P	2 0 1 0		Yes ☐ No ☒

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 Start	Milometer reading Finish	Miles claimed Duty	Miles claimed Taxable	Passenger miles	Receipted subsistence £	Receipt expenses (non taxable) £	Receipt expenses (taxable) £	Please give full details of (using additional lines as necessary) • subsistence and accommodation claims • other expenses (including public transport, course fees etc) • attach receipts where required • names of passengers • reason for journey
29/9	-	Gatwick Express								16.90		Adult Single
29/9	-	Taxi								7.00		Taxi from Victoria to Hotel
30/9	-	Hotel								120.00		Overnight accommodation in London
30/9	-	Taxi								7.00		Taxi to Victoria from Hotel
30//9	-	Gatwick Express								16.90		Adult Single
30/9	-	Parking									13.50	Airport parking
30/9	-	NQY Airport- Headland Hotel- NCH	13.00	76794	76817	23						Launch of NGB
		Final milometer reading			76837	784				171.80	21.00	

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 and authorise the Council to make checks with the DVLA as may be required.

Signed

Date

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