



Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.

3. It is the excess mileage incurred by any changes to workbase which is claimable

2. Where relocation is temporary and known to be for less than 24 months: miles/fares should be claimed in duty/non-taxable columns

1. Where relocation is permanent, unknown or expected to last for longer than 24 months: miles/fares should be claimed in the taxable columns

Employee reference:

Month: Year:

Initials: Surname: Service:

Vehicle: Car: M/cycle: P/cycle:

Relocation miles/fare claim: Yes No

Travelling base:

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

Date	Start time	Details of route <small>Include start and finish points, using additional lines as necessary</small>	Finish time	Milometer reading Start	Milometer reading Finish	Miles claimed Duty	Miles claimed Taxable	Passenger miles	Received subsistence £	Receipt expenses (non taxable) £	Receipt expenses (taxable) £
17	0830	Home to Roadford Lake, Lammeston	1115	72885	72945	60-11					
	1115	Roadford Lake to Penryn, Gulvan	1200	72945	72950	5					
	1200	Penryn, Gulvan to NCH	1300	72950	72997	47				12.50* CABACK	
6/7	1300	NCH to Bournemouth		73188	73362	174			10.34	12.50* CABACK	
7/7		Bournemouth to Home		73362	73536	174-11					
8/7		Home to Marazion	0915	73579	73603	24-11					
12/7	0830	Home to Marazion to NCH	1615	73603	73628	25					
14/7	1530	NCH to Truro	2130	73675	73676	1					
15/7	0800	Home to Bertwen, Pool	0845	73687	73699	12-11					
"	1615	Pool to NCH	1645	73699	73712	11					
"	1730	NCH to Alverton Manor	2100	73710	73712	2					
16/7	1330	NCH to Truro + Return	1730	73735	73737	2				5.00 CABACK	
20/7	1330	NCH to Truro + Return	1730	73804	73806	2				4.50* CABACK	
27/7	1900	Home to Scornier + Return	2300				495		10.34	88.50	

Totals claimed / carry forward to next page

Items to be completed by the administrative officer or clerk

Final milometer reading

Mileage rate code:

User type:

Totals and relevant details checked by:

Initials:

Date:

Initials:

Input:

Duty miles:

Taxable miles:

Subsistence:

Expenses:

VAT:

Sum code:

Claim approved date:

Name (in capitals):

Signature:

Designation:

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:

Fuel type: Diesel Petrol CO2 emission:

Is this your main vehicle? Yes No

Are you the main user of this vehicle? Yes No

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 this claim is actually and necessarily incurred and is in accordance with Council business (see note overleaf) and the Council's policy.

Date:

Signature:

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