

Mileage, subsistence and expenses claim form

Please see notes and conditions on reverse of this form.

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

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

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

Employee referent

Month Year

04 2010

Relocation miles/fare claim

Yes No

Vehicle: Car M/cycle: P/cycle:

Travelling base:

CORNWALL COUNCIL

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	Received 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
1/5	0700	Home to Bristol (Self)	-	69998	70164	166				52.00	CAR PARK	Travel for development course
4/5	-	Return from Bristol to home	23:30	70164	70330	166-11						to Bristol airport + return
6/5	09:00	NCH to Hiskard + return	12:30	70343	70418	75						Visit to Elections office/Staff
7/5	0730	Home to Combarne to NCH	12:45	70430	70455	25-11						Election Count at Combarne
11/5	1800	NCH to Tregarrick St Austell + return	01:30	70530	70562	32						Dinner with PC/ RCHT, St Austell
12/5	0900	NCH to Barlowen, Pool + return	11:00	70585	70608	23		32				Passenger Alex Robertson
18/5	1730	NCH to Scornier	20:30	70726	70733	7						HR + OD Engagement event at Pool
20/5	1700	NCH to St Mellion + return	-	70769	70873	104		7				High Sheriff event at Tregallow
24/5	1130	NCH to Tregarrick St Austell	0845	70895		-						Passenger John Sawle
"	2	Visit to St Austell One Stop Shop	-			-						Cornwall Business Award (Overnight stay)
"	2	Return to NCH	-			-						KPMG SW network event
24/5	1000	NCH to Combarne + return	1600	70989	71013	33						Staff meeting at St Austell
24/5	1300	NCH to Birmingham	1130	71013	71266	244						CC Induction for new staff
						253						CEX/leader Unitary event
						880		39		52.00		

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? 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 receipt and signature of this claim form is true and correct. I certify that the mileage claimed is correct and that the expenses claimed are necessary and incurred in the course of council business (see note overleaf) and that the claim is in accordance with council policy.

Date page 1 of 1

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

Duty miles Taxable miles

Subsistence

Expenses

Passengers

VAT

Sun code

Claim approved date 23rd 10

Name (in capitals)

Designation

Signature

CAROLATE DIRECTOR

Mileage, subsistence and expenses claim form

- Relocation notes**
- Where relocation is permanent, unknown or expected to last for longer than 24 months: miles/fares should be claimed in the taxable columns
 - Where relocation is temporary and known to be for less than 24 months: miles/fares should be claimed in duty/non-taxable columns
 - It is the excess mileage incurred by any changes to workplace which is claimable



Employee reference no:

Month: Year:

Initials: Surname: Service:

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

Relocation miles/fare claim: Yes No

Travelling base:

Date	Start time	Details of route Include start and finish points, using additional lines as necessary	Finish time	Milometer reading		Miles claimed	Duty	Taxable	Passenger miles	Received 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		
				Start	Finish										
24/5															
25/5		Return to NCH from Birmingham	2230	71266	71519	253			253	5.17			Passenger Alec Robertson " " " "		
24/5	1000	NCH to Trelioka + return	1900	71544	71547	3							Out of pocket/overnight expenses		
"	1300	NCH to NQ airport	1330	71547	71567	20							Annual Health Performance Mrg		
27/5	1600	NQ airport to NCH (on Isles of Scilly)	1640	71567	71587	20				5.17	75		Travel to IOS for PMC meeting Return from PMC/airport. Out of pocket/overnight expense! Accommodation on Scillies (Atlantic Hotel Cott).		
26/5															
							886		39			52			
							1172		545	10.34	629.00				
							Final milometer reading 711628							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

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First year of registration 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 the above details are correct, the expenses claimed were actually and necessarily incurred and receipts are attached. I also certify that my vehicle is insured for use on Council business (see note overleaf) and that where relocation is claimed it is in accordance with the Council's policy.

Signed: Date: page of

Final milometer reading

Mileage rate code Duty miles Taxable miles Subistence Expenses Passengers VAT

User type Total for special sun coding

Totals and relevant details checked by: Date Initials

Claim approved date: Name (in capitals): Designation:

Signature: