

Mileage, subsistence and expenses claim form

Relocation notes

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

Please see notes and conditions on reverse of this form.



Employee reference: [] Month: **APR** Year: **2010** which this claim relates to: Relocation miles/fare claim: Yes No

Initials: **KG** Surname: **LAVERY** Service: **CHIEF EXEC'S** 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					
13/4	18.30	NCH to Truro	20.30	68981	68982	1						Travel to Informal CLT meeting
14/4	13.00	NCH to Breadshall, Derby		69005	69299	294			5.17			of 5.17 overnight out of pocket expenses
15/4									5.17			" " "
16/4		Derby to NCH.	17.00	69299	69593	294						Travel to ACCE meeting Travel back from ACCE mtg.
20/4	18.30	NCH to Truro	21.00	69654	69655	1						Travel to Adult Learning mtg
22/4	18.00	NCH to Truro	21.00	69727	69728	1						Travel to empower meeting Car Park in Truro
"									2.50		2.50	Travel to Puder House for CEO shortlisting
23/4	15.45	NCH to Truro	17.00	69771	69772	1						Meeting CCF w Tregullow
26/4	08.30	NCH to Scorrier + return	11.00	69845	69859	14						Meeting with Frame, Clark & Carden
"	14.00	NCH to Redruth + return	17.00	69859	69875	16						Meeting with Mouchel
30/4	11.30	NCH to NW Airport + return	14.30	69932	69972	40						
Final milometer reading				69983	662				10.34	2.50	2.50	

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. doc): []

First year of registration: []

Is this your main vehicle?

If you are no longer the owner, please enter re: []

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 involved it is in accordance with the Council's policy.

Signed: []

Date: **23/8/10**

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Final milometer reading

Mileage rate code	Duty miles	Taxable miles	Subsistence	Expenses	Passengers	VAT
662		10 34	2 13			-37
Total for special sun coding						
Totals and relevant details checked by						
Initials	Date					
KG	13/10/2010					

Items to be completed by the administrative officer or clerk

Claim approved date: **23.8.10** Name (in capitals): []

Signature: [] Designation: **CHIEF EXECUTIVE DIRECTOR**