

CORNWALL COUNTY COUNCIL TRAVELLING SYSTEM CLAIM FOR MILEAGE, SUBSISTENCE & OTHER EXPENSES



This form should be used to claim Mileage, Subsistence and other expenses. SEE NOTES ON REVERSE SIDE OF THIS FORM.

EMPLOYEE REFERENCE No. (as on Pay Advice Slip)	MONTH	YEAR	VEHICLE REGISTRATION NUMBER of vehicle to which this claim relates
[REDACTED]	JAN	2010	[REDACTED]

INITIALS KC	SURNAME LAVERY	DEPARTMENT CEX	VEHICLE Car <input checked="" type="checkbox"/> M/cycle <input type="checkbox"/> P/cycle <input type="checkbox"/>	TRAVELLING BASE NCH
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Date	Time of		Actual Mileometer Reading		Mileage Claimed		Subsistence	Other Expenses	Passenger Mileage	Please give full details of • route, places visited, nature of business, course titles etc. • subsistence and accommodation claims - attach supporting statement and receipts } attach receipts • other expenses (including public transport, course fees etc.) • names of passengers
	Depart	Arr. Home	Start	Finish	Duty	Taxable				
12/1	1330	1700	65717	65719	2					NCH to Truro + Rtn (Public Sector Group @ Carrick)
"	1830	2100	65719	65722	3					NCH to Truro + Rtn (Dinner with Lucy de Groot / CFS)
20/1	0700							16.50		Taxi in London between venues
21/1							5.17			Overnight in London out of pocket expenses
							32.70	278.00		2 nights accommodation + meals @ Grosvenor Hotel
22/1							5.17			Overnight in London out of pocket expenses
		1245						35.00		Taxis in London (x3) between venues.
27/1	0830	1700	66297	66423	126-11					Home to Bude + return (staff/member visits) + return to NCH
TOTALS FOR MONTH OR CARRY FORWARD TO NEXT PAGE					120		43.04	329.50		

FINAL MILEOMETER READING Provided & Lease car holders should complete the final mileometer reading

TOTALS FOR MONTH

ITEMS TO BE COMPLETED BY THE ADMINISTRATIVE OFFICER OR CLERK

Duty Miles	Tax Miles	Subsistence	Expenses

MILEAGE RATE CODE

USER TYPE

Totals and relevant details checked by:

Initials Date

AMOUNTS FOR SPECIAL SUN CODING	Subsistence		Expenses		VAT		Total		SUN CODES
	£	p	£	p	£	p	£	p	
Vatable Subsistence (A)									
Non-Vatable Subsistence (I)									
Vatable Expenses (A)									
Non-Vatable Expenses (I)									
Totals									

COMPLETE ONLY If this is the first claim for the vehicle.

Cubic Capacity (as on Reg Document) Make Model

Is this your main vehicle? Y/N Are you the main user of the vehicle? Y/N

If you are no longer the owner of the vehicle for which your last claim was made, please enter REGISTRATION No. 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).

Signed [REDACTED]

Date 22/3/10

Rev. May 2003

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Claim Approved [Signature] Name (In Capitals) [REDACTED]

Date 23.03.10 Designation [REDACTED]