

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]	APR	2009	[REDACTED]

INITIALS KG	SURNAME LIVERY	DEPARTMENT CEX	VEHICLE Car <input checked="" type="checkbox"/> M/cycle <input type="checkbox"/> P/cycle <input type="checkbox"/>	TRAVELLING BASE TRURO/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	USE MORE THAN ONE LINE PER JOURNEY IF NECESSARY	
	Depart	Arr. Home	Start	Finish	Duty	Taxable						
2.4	0900	1700	44291				£	£ 5.60			2x CARPARK @ NMMC for CSP all day training (receipts att)	
2.4	1800	2200	44295	44297	2						Pendra Leweth to Swanpool & return (Dinner with BT)	
6.4	0830	1130	44873	44881	4						NCH to Truro & return (meeting with Dean of Truro + visit to ASC staff)	
15.4	1330	1630	45552	45564	12						NCH to Falmouth (meeting @ Docks with Mr Bonney & others)	
16.4	1800	2000	45671	45675	4						NCH to Truro (College - guest speaker Cornwall Business Pub) & return	
17.4	1330	1700	45687	45776	89						NCH to Exeter (meeting with Business Link CEX)	
23.4	0900	2000	46600								Train to London for various meetings (paid by CC credit card)	
"									5.00		Taxi in London (receipt att)	
"									8.50		" " " "	
29.4	1350	1650	47169	47199	30						NCH to St Austell Fire Station (BSP Exec Board) + Rtn.	
30.4	1800	2200	47232	47255	23						NCH to Somercourt & Rtn - Dinner with CEX (districts)	
								128.30			Dinner for ex CEX of Districts (receipt attached - Viers)	
29.4	1950	2200						1.20			Car park for evening meeting in Truro (Martin Vincent)	
TOTALS FOR MONTH OR CARRY FORWARD TO NEXT PAGE							162		135.10	13.50		

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

MILEAGE RATE CODE

USER TYPE

Totals and relevant details checked by:

Initials	Date
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ITEMS TO BE COMPLETED BY THE ADMINISTRATIVE OFFICER OR CLERK

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 <input type="checkbox"/>	Are you the main user of the vehicle? Y/N <input type="checkbox"/>	

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).

Signature: [REDACTED]

Date: 16/9/09

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Claim Approved Name (In Capitals)

Date Designation