

CONCESSIONS | BUS PASS FOR TRIPS AFTER 9.30 AM

SHEPWAY DISTRICT COUNCIL - CLAIM FOR TRAVELLING AND SUBSISTENCE FOR APPROVED DUTIES

APRIL 2014

Details of Travel/Approved Duty

Date	Place	Time Left Home	Time Arrived Home	Name of Meeting	Mode of Travel	Use of Own Vehicle				Use of Public Transport Please ✓ and attach receipt/ticket	Travelling		Subsistence	
						Miles	Mileometer Readings	Rate 45p	Shared Vehicle *		£	p	£	p
5/4/14	CENTRAL LONDON	7.15 am	7.45 pm	SPRING FORUM	Bus / Rail / Tube					✓	23	85		
7/4/14	CIVIC CENTRE	10.15 am	6.15 pm	FINANCE BRIEFING, New BEST VAITE OFF MEETING	Bus					✓			3	69
✓ 15/4/14	CIVIC CENTRE	9 am	7.15 pm	TOWN TEAM MEETING WITH LEADER: INFORMAL CABINET at 5pm	Bus					✓	4	30		
22/4/14	CIVIC CENTRE	9 am	7 pm	CAPITA FINANCE MEETING	Bus					✓			10	89
Total													28-15	14-58

If an allowance is claimed for travel in your own vehicle please state:

(1) Registration No. _____ (2) Model of Car _____

(3) Councillors travelling out of the authority on approved duties should travel by the most cost-effective methods that meet the needs of their travel requirements.

* If accompanied by another Member and/or officer please tick the box and state name: _____
(Fuel VAT receipts are required in order to make payment)

Public Transport = 28.15

Subsistence = 14.58

£ 28-15	£ 14-58
---------	---------

Approved for payment

Head of Administration

I DECLARE THAT

I have necessarily incurred expenditure on travelling and subsistence or performed an approved duty as a member of Shepway DC.
I have actually made the payments claimed.
The amounts claimed accord with the rates and limits determined by the Council's scheme of allowances.
I have not made, and will not make, any other claim for allowances in connection with the duties indicated above.
My vehicle is covered for business use on my car insurance.

SIGNED Russell Gill NAME Chris R.D. TILSON DATE 29/4/14