

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

Details of Travel/Approved Duty					Mode of Travel	Use of Own Vehicle				Use of Public Transport Please ✓ and attach receipt/ticket	Travelling		Subsistence	
Date	Place	Time Left Home	Time Arrived Home	Name of Meeting		Miles	Mileometer Readings	Rate 45p	Shared Vehicle		£	p	£	p
10-3-15	BASE - CIVIC CENTRE			D.C	CAR	29.5		✓						
11-3-15				AUDIT STANDARDS	-	29.5		✓	✓	Tilson's	Both ways			
16-3-15				GRP MEETING	-	29.5		✓	✓	-	ONE WAY			
18-3-15				Full Council	-	29.5		✓	✓	-	ONE WAY			
31-3-15				COMM OVERVIEW	-	29.5		✓	✓	-	ONE WAY			
					<b>Total</b>	147.5								

If an allowance is claimed for travel in your own vehicle please state:  $88.5 \text{ miles} @ 0.45p = 39.83$  **Total**  $147.5$  shared vehicle = 759 miles @ 0.50 = 29.50

(1) Registration No. GU 64 FM9 (2) Model of Car CITROEN C3

(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: CUR. R. TILSON  
(Fuel VAT receipts are required in order to make payment)

Mileage = £69.33

**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 [Signature] NAME Peter W. Symonds DATE 31.3.15

£	£
<b>Approved for payment</b>	
Head of Administration	

2015 09:13  
 £ 10.01  
 £ 1.10  
 T £ 11.11  
 21:29  
 30902  
 00000  
 /C407  
 05876  
 31010  
 x4947  
 05/17  
 : ICC  
 11GBP  
 1 line  
 ns  
 INCL  
 10.01  
 INCL  
 10.10

HUM AND TO NEW LIMNEY

CONCESSIONARILY BUT PAID FOR TAXI AFTER 9.30 am

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

MARCH 2015

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
4/3/15	CIVIC CENTRE	9.45 am	4 pm	Portfolio Briefing	PRIVATE TAXI					✓	7	50		
5/3/15	"	12.30 pm	7 pm	Personnel Committee	PRIVATE TAXI					✓	7	50		
11/3/15	"	6 pm	9.45 pm	AUDIT + STAMPS CTEE	PRIVATE TAXI					✓	7	50		
14/3/15	CENTRAL LONDON	9 am	7 pm	PLC-BUDGET FINANCE	BUS					✓	24	35		
18/3/15	CIVIC CENTRE	4 pm	9.45 pm	CELL RETIRE Full Council Meeting	PRIVATE TAXI					✓	3	75	6	60
<b>Total</b>											50	60	6	60

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)

**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.  
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 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 Ruth J. Hill NAME Clk R.D. TILSON DATE 29/3/15

£ 50-60	£ 6-60
<b>Approved for payment</b>	
Head of Administration	

Public Transport = 7 50.60  
 a.l.c. stamp - L.H.A

Cllr R Tillson

Russell Driving March

4th	Base to Civic Center	30	✓	7-50
5th	Base to west View Gdns + Personnel fee	30	✓	7-50
7th	Base to Grand Hotel	30		PRIVATE
10th	Base to Walmer/Return	45		PRIVATE
11th	Base to RVH	30	✓	PRIVATE 7-50
	Base to Civic Centre & Return	30		
18th	Civic Center to Gatwick via NEW ROMNEY So Civic Centre to NEW ROMNEY	015		3-75
23rd	Gatwick to base	0		

Total 195

Gatwick Return	£49	PRIVATE
Parking	£100	PRIVATE other than CIVIC CENTRE to NEW ROMNEY section after Council meeting.
Total	£161	PRIVATE

CHARGED at 25p per MILE

PAID TO MR P. SIMMONS

