

## 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	Travelling		Subsistence		
Date	Place	Time Left Home	Time Arrived Home	Name of Meeting		Miles	Mileometer Readings	Rate 45p	Shared Vehicle *	Please ✓ and attach receipt/ticket	£	p	£	p	
12/11	BASE - CIVIC CENTRE			RESOURCES	CAR	29.5			✓						
17/11	_____			GRP MEETING	"	29.5			✓						
18/11	_____			D. CONTROL	"	29.5			✓						
19/11	_____			Full Council	"	29.5			✓						
<b>Total</b>						118									
If an allowance is claimed for travel in your own vehicle please state:															
											£57.43				

(1) Registration No. GK 62 VST

(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. Clerk R. TILSON

29.5 miles @ 0.45  
 Mileage = 88.50 miles @ 0.50p

**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 R. W. SIMMONS DATE \_\_\_\_\_

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



END OF OCTOBER / NOVEMBER 2014

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

FROM AND TO NEW LAMNEY CONCESSIONALY BUS PASS EXCEPT

Details of Travel/Approved Duty <sup>WHOLE</sup> <sup>BEFORE 9.30am</sup>

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
28/10/14	CIVIC CENTRE	3 pm	10.30 pm	INFRASTRUCTURE PLAN	Bus Hire					✓				
29/10/14	CIVIC CENTRE, New Coke London	9.15 am	7.45 pm	FINANCE PROGRAM REVIEW then LEA FINANCE MEETING	TAXI bus BUS, RAIL + TAXI					✓	25	00		
5/11/14	CIVIC CENTRE	3 pm	8.45 pm	CABINET	Bus TAXI					✓	25	00		
12/11/14	CIVIC CENTRE	8.30 am	10 pm	CAPITAL TRUSTEES MANAGEMENT MEETING 10 am RESOURCES MEETING 7 pm	TAXI (P. Simons)					✓	7	25		
13/11/14	FOULBROOK Ground London	10.30 am	7.30 pm	LEA MEETING	TAXI (P. Simons) TAXI/TUBE					✓	17	00		
17/11/14	CIVIC CENTRE	6 pm	9.15 pm	LEAD MEETING	TAXI (P. Simons)					✓	3	75		
19/11/14	CIVIC CENTRE	5 pm	9.45 pm	COUNCIL MEETING	TAXI (P. Simons)					✓	3	75		
<b>Total</b>											138	90		0

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)

Mileage = 7 39.00  
Public Transport = 7 99.90

**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 R. D. Tillson NAME CALL R. D. TILLSON DATE 30/11/14

£ 138-90	£ 0
Approved for payment	
Head of Administration	

RECEIVED WITH THANKS R. Tillson

DATE: 28-10-14  
 FROM: Folkestone  
 TO: New Romney  
 THE SUM OF: £ 225  
 DRIVERS NAME: A. Khan  
 DRIVERS SIGNATURE:

Printed by Arboreal Print 01708 733031 www.arborealprint.co.uk

STANDARD OFF-PEAK RAIL ONE NIL OUT

Start date: 29-OCT-14 Number: 67330 1515503530

SNR

From: FOLKESTONE STNS Valid until: 29-OCT-14 Price: £26.05X

To: LONDON TERMINALS Route: PLUS HIGH SPEED Validity: AS ADVERTISED

2-PART RETURN



PRICES FROM FOLKESTONE 5/11/14

MPV's + 20% £25-10

ASHFORD	£23.00	GATWICK	£85.00
WILLIAM HARVEY	£19.00	HEATHROW	£105.00
DOVER	£14.00	STANSTED	£115.00
CANTERBURY	£25.00	MANSTON	£35.00
MAIDSTONE	£50.00	LONDON CITY	£100.00
LONDON	£85-£125	LUTON	£155.00

Excluding Christmas, New Year & Bank Holidays  
 R. Tillson 01/08/12

Day Travelcard

STANDARD OFF-PEAK TGD 13-NOV-14 £23.85X

SNR 13-NOV-14 1510500431

Between: ASHFORD INTL \* & LONDON ZONES 1-6 Number: 19379

Route: PLUS-HIGH-SPEED

