

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 tick 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
23.10.15	Civil Centre	15:30	22:50	Spina-conseil	36							
24.10.15	"	15:30	22:10	Chair's Brief	"							
24.10.15	"	13:00	16:10	Scotts Clerk	"							
28.10.15	"	17:00	19:50	deputes Meet	"							
28.10.15	"	16:20	13:15	Chair's Brief	"							
1.11.15	"	19:00	11:45	phone chat	"							
8.11.15	"	19:30	22:00	Agon-ke-Fene	"							
9.11.15	3 Halls (visit)	05:30	17:50	County	"							
10.11.15	Civil Centre	10:30	11:45	Chair's Brief	"							
15.11.15	"	15:00	19:50	Mayor Meeting	"							
16.11.15	"	11:00	14:10	Mayor Meeting	"							
"	"	16:30	20:15	deputes Meet	"							
19.11.15	"	10:00	12:15	Chair's Brief	"							
20.11.15	"	17:00	22:10	ESM Report	"							
Total					369							

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. (Fuel VAT receipts are required in order to make payment)

* If accompanied by another Member and/or officer please tick the box and state name: _____

369 x 0.45 = £166.60

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 _____ NAME PAMELA J. CARE DATE 20.11.15

£	£
Approved for payment	
Head of Democratic Services and Policy	



Six Mile Garage Ltd
Stone Street
Stelling Minnis
Cantebury
CT4 6DN
Tel: 01227 709214
VAT: 201 9579 68

Six Mile Garage Ltd
Stone Street
Stelling Minnis
Cantebury
CT4 6DN
Tel: 01227 709214
VAT: 201 9579 68

TILL : 1 RCPT NO: 140
MID : **02381 TID : ***7568

PLEASE KEEP THIS COPY FOR YOUR RECORDS

11/05/15 10:55 00026532
MASTERCARD (MASTERCARD)
APP ID: A0000000041010
PAN SEQ: 06
TC: E30B074AAD72AA6D
**** * 3527

SALE AMOUNT GBP86.00
TOTAL GBP86.00

YOUR ACCOUNT WILL BE DEBITED
WITH THE ABOVE AMOUNT

TRANSACTION CONFIRMED

AUTH CODE: 025384
ICC CP PIN VERIFIED

CUSTOMER COPY

Clr Pam Carr

P7 Unleaded 86.00 £
74.84 litres 1.149 £/L

VAT Summary

VAT Rate	Ex VAT	VAT	Inc VAT
20.00%	71.67	14.33	86.00
Totals	71.67	14.33	86.00

STID : 1/1 POS: 1 Op.: 1
Tr.No: 140 Date: 11/05/2015 10:56



Clr Pam Carr

10f2

EXPENSES

Name	Date of meeting/event	Location of meeting/event	If other please state location of event/training	State: car/motor/tram/bus or other transport	Amount claimed per mile	Number of miles claimed	Public transport fares cost £	Subsistence claimed £	Hotel	Destination: Please view council website	Receipts provided	Name of meeting/event	If other please state name of event/training	Name of person who accompanied you in travel
Councillor Alan Clifton-Holt	14/04/2015	Other	Folkestone	Car	0.45p	20				EST ADH	Yes	Group Meeting		
Councillor Michael Lyons	21/04/2015	CHC Centre		Car	0.45p	20				ADH	No	Other		
Councillor Michael Lyons	21/04/2015	CHC Centre		Car	0.45p	11.2				Michael Lyons	Yes	Responsible Clinical Committee	Rick Gask, Licensing Manager.	Nil
Councillor Michael Lyons	23/04/2015	CHC Centre		Car	0.45p	11.2				Michael Lyons	Yes	Responsible Clinical Committee	Rick Gask, Licensing Manager.	Nil
Councillor Michael Lyons	23/04/2015	CHC Centre		Car	0.45p	11.2				Michael Lyons	Yes	Licensing Committee		Nil
Councillor Mrs Jennifer Hollingsbee	19/04/2015	CHC Centre		Car	0.45p	22				Michael Lyons	Yes	Cabinet		Nil
Councillor Mrs Jennifer Hollingsbee	22/04/2015	CHC Centre	Broomfield Road Chertsey	Car	0.45p	22				Michael Lyons	Yes	Other	Nepease Community Meeting - Housing Matters	
Councillor Mrs Jennifer Hollingsbee	23/04/2015	CHC Centre		Car	0.45p	22				Michael Lyons	Yes	Other	CAB Board Meeting	

~~Alan Clifton-Holt~~
40 miles @ 0.45p

£ 18.00

Michael Lyons =
44.8 miles @ 0.45p

£ 20.16

Jennifer Hollingsbee =
80 miles @ 0.45p

£ 38.10

2 of 2

Name	Date of meeting/event	Location of meeting/event	Amount claimed per mile	Name of meeting/event	State: car/taxi/train/bus or other transport method	Number of miles claimed	Declaration: Please view guidance below	Receipts provided	If Other please state name of event/location	If Other please state location of event/location	Public transport/ taxi cost £
Councillor Alan Clifton-Holt	01/09/14	Civic Centre	0.45p	Full Council	car	20	ACH 15	No			
Councillor Alan Clifton-Holt	06/10/14	Civic Centre	0.45p	Other	car	20	ACH 25	No	meeting with DM Business advisory board		
Councillor Alan Clifton-Holt	09/10/14	Civic Centre	0.45p	Portfolio Briefing	car	20	ACH 25	No			
Councillor Alan Clifton-Holt	14/10/14	Other	0.45p	Portfolio Briefing	car	20	ACH 2A	No			
Councillor Alan Clifton-Holt	03/11/14	Civic Centre	0.45p	Other	car	20	ACH 2	No		Hythe Imperial	
Councillor Alan Clifton-Holt	04/11/14	Civic Centre	0.45p	Other	car	20	ACH 21	No		Surfolk	
Councillor Alan Clifton-Holt	05/11/14	Civic Centre	0.45p	Cabinet	car	20	ACH 21	No			
Councillor Alan Clifton-Holt	06/11/14	Civic Centre	0.45p	Other	car	20	ACH 20	No			
Councillor Alan Clifton-Holt	11/11/14	Civic Centre	0.45p	Informal Cabinet	car	20	ACH 14	No			
Councillor Alan Clifton-Holt	25/11/14	Civic Centre	0.45p	Informal Cabinet	car	20	ACH 14	No			
Councillor Alan Clifton-Holt	28/11/14	Civic Centre	0.45p	Informal Cabinet	car	20	ACH 11	No			
Councillor Alan Clifton-Holt	04/12/14	Other	0.45p	Other	car	20	ACH 17	No			
Councillor Alan Clifton-Holt	08/12/14	Civic Centre	0.45p	Community Overview Comm	car	20	ACH 14	No		Business Advisory Board	Burfordington, Folkestone
Councillor Alan Clifton-Holt	08/12/14	Civic Centre	0.45p	Other	car	20	ACH 15	No		meeting DM	
Councillor Alan Clifton-Holt	15/12/14	Civic Centre	0.45p	Other	car	20	ACH 14	No		Civic function	
Councillor Alan Clifton-Holt	17/12/14	Civic Centre	0.45p	Cabinet	car	20	ACH 13	No			
Councillor Alan Clifton-Holt	14/1/15	Civic Centre	0.45p	Resources Scrutiny Commit	car	20	ACH 14	No			
Councillor Alan Clifton-Holt	18/1/15	Civic Centre	0.45p	Community Overview Comm	car	20	ACH 11	No			
Councillor Alan Clifton-Holt	20/1/15	Civic Centre	0.45p	Group Meeting	car	20	ACH 10	No			
Councillor Alan Clifton-Holt	13/2/15	Civic Centre	0.45p	Full Council	car	20	ACH 6	No			
Councillor Alan Clifton-Holt	18/2/15	Civic Centre	0.45p	Other	car	20	ACH 1	No		optunitas	
Councillor Alan Clifton-Holt	17/2/15	Other	0.45p	Group Meeting	car	20	ACH 2	No		update with EKH	Aylesham
Councillor Alan Clifton-Holt	18/2/15	Civic Centre	0.45p	Other	car	50	ACH 5	No			
Councillor Alan Clifton-Holt	23/2/15	Other	0.45p	Full Council	car	20	ACH 5	No			
Councillor Alan Clifton-Holt	09/03/15	Civic Centre	0.45p	Other	car	20	ACH 4	No		EKH board meeting	Thannington, Canterbury
Councillor Alan Clifton-Holt	18/3/15	Civic Centre	0.45p	Other	car	20	ACH 4	No		EKH briefing	
Councillor Alan Clifton-Holt	25/3/15	Civic Centre	0.45p	Other	car	20	ACH 5	No		optunitas	
Councillor Alan Clifton-Holt	27/3/15	Civic Centre	0.45p	Other	car	20	ACH 1	No		optunitas	
Councillor Alan Clifton-Holt	14/04/20/15	Other	0.45p	Other	Car	20	ACH 1	Yes			
Councillor Alan Clifton-Holt	18/5/15	Civic Centre	0.45p	Group Meeting	car	20	ACH	No			

54.0 x 968

18/14

} Paid 0
May 2015.

296 miles @ 0.45p = £403.20

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 Photos of and attach receipt ticket	Travelling		Subsistence		
Date	Place	Time Left Home	Time Arrived Home		Name of Meeting	Miles	Mileometer Readings		Rate 45p	Allowed Vehicle	£	p	£
20/3/15	CIVIC CENTRE			WARD MAPPING	10						4.50		
21/3/15	CIVIC CENTRE			REPORTER - HOUSING	10						4.50		
7/6/15	CIVIC CENTRE			INFORMATION CABINET	10						4.50		
2/6/15	CIVIC CENTRE			RESOURCES SCRUTINY	10						4.50		
15/4/15	CIVIC CENTRE			CABINET	10						4.50		
22/4/15	CIVIC CENTRE			CABINET	10						4.50		
22/4/15	SHARPEY RD			L-TAYLOR - EX-H	12						5.40		
30/4/15	CIVIC CENTRE			SLOVEN - ENVIRONMENT	10						4.50		
Total					82							36.90	

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

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- (3) Councilors 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.
 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 _____ NAME A. EWART-JAMES DATE 30/4/15

£ _____ p _____

Approved for payment

Head of Democratic Services and Policy

S-123

MFG CENTRAL SERVICE STATION
MILITARY ROAD
HYTHE
KENT CT21 5DD
TEL 01303 265362

VAT REG NO. 123 414 61

1-1-177-88481 29/03/2015 11:41

PUMP 4 UNLEADED 38.18L
@112.9ppl £ 43.11

TOTAL INC VAT £ 43.11

** Customer Receipt **

Card: Visa Debit

29.03.2015 12:17:13
Term.-Id:71040003 TA-No.:286640
Trx.-No.:9573 Act.code:00000000
Receipt: 01/5459/0350
Auth.: 295045
App-ID: A000000031010
Card: xxxxxxxxxxxx1917
Expiry: 03/19
Issuer No: 1 TDS: ICC
Total: 43.11GBP

Transaction complete

EMV-DATA:: F800/410302/01
Please debit my account with the
total amount

Verified by PIN

Please Retain Receipt

Clir A Ewart James

MOTORFUEL GROUP

VAT REG NO. 123 414 61

RATE	EXCL	VAT	INCL
20.00%	35.93	7.19	43.11

Card: xxxxxxxxxxxx9030

Points for this sale: 38

New balance :6210

THANKYOU AND PLEASE CALL AGAIN

ef.

1 JUN 2015

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 tick 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	£
20/5/15	DDC	1830	2100	FULL COUNCIL	10	105483	45			4	50		
					Total							4,50	

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.
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 _____ NAME P. PEACOCK DATE 28-5-15

£		£
Approved for payment		
Head of Administration		

1 of 2

EXPENSES

Name	Date of meeting/event	Location of meeting/event	Amount claimed per mile	Name of meeting/event	State: car/taxi/train/bus or other transport method	Number of miles claimed	Declaration: Please view mileage book	Receipts provided	If Other please state location of submission	If Other please state name of submission
Councillor Alan Clifton-Hart	18/07/15	Chic Centre	0.45p	Group Meeting	car	20	ACH	No		
Councillor Mrs Jennifer Hollingdale	20/04/2015	Chic Centre	0.45p	Perfekte Briefing	Car	22		Yes		
Councillor Mrs Jennifer Hollingdale	20/05/2015	Chic Centre	0.45p	Full Council	Car	22		Yes		
Councillor Mrs Jennifer Hollingdale	20/05/2015	Chic Centre	0.45p	Informal Cabinet	Car	22		Yes		
Councillor Mrs Jennifer Hollingdale	01/08/15	Other	0.45p	Other	Car	22		Yes		
Councillor Mrs Jennifer Hollingdale	01/08/15	Chic Centre	0.45p	Other	Car	22		Yes		St. Mary & St. Eusebia Role of women in WW1 (Children's Performance) Training - Induction

~~Car~~ ~~for~~ ~~Hollingdale~~

110 miles @ 0.45p
= £49.50

EXPENSES

Name	Date of meeting	Location of meeting	If other please state location of event/meeting	State, unauthorised or other transport method	Amount claimed per mile	Number of miles claimed	Public transport costs paid £	Subsistence claimed £	Ridiculous	Destination: House View	Receipts provided	Name of meeting/event	If other please state name of event/meeting	Name of person who accompanied you in shared vehicle
Councillor Alan Clifton-Holt	14/02/2015	Other	Feltham	Car	0.45p	20				827 ACH	Yes	Group Meeting		
Councillor Alan Clifton-Holt	18/07/15	CHV Centre		Car	0.45p	20				ACH	No	Other		
Councillor Michael Lyons	06/02/15	CHV Centre		Car	0.45p	11.2				Michael Lyons	Yes	Management Control Committee	Rick Gidd, Licensing Manager.	ML
Councillor Michael Lyons	21/02/15	Other		Car	0.45p	11.2				Michael Lyons	Yes	Resource Standing Committee	Rick Gidd, Licensing Manager.	ML
Councillor Michael Lyons	25/02/15	CHV Centre		Car	0.45p	11.2				Michael Lyons	Yes	Licensing Committee		ML
Councillor Michael Lyons	25/02/15	CHV Centre		Car	0.45p	22				Michael Lyons	Yes	Cabinet		ML
Councillor Mrs Jennifer Hollingsdale	10/04/2015	Other		Car	0.45p	32				Michael Lyons	Yes	Other	Neppure Community Meeting - Housing Matters	
Councillor Mrs Jennifer Hollingsdale	23/04/2015	CHV Centre	Broomfield Road Chesham	Car	0.45p	32				Michael Lyons	Yes	Other	CAB Board Meeting	
Councillor Mrs Jennifer Hollingsdale	23/04/2015	CHV Centre		Car	0.45p	32				Michael Lyons	Yes	Other		

Alan Clifton-Holt ⇒
40 miles @ 0.45p = £ 18.00

Michael Lyons ⇒
44.8 miles @ 0.45p = £ 20.16

~~Jennifer Hollingsdale~~ ⇒
80 miles @ 0.45p = £ 38.70



1 of 2

BOURNEMOUTH CONVENTION BUREAU LTD.
 Abchurch Chambers, 24 St Peters Road
 Bournemouth, Dorset, BH1 2LN
 Tel: 01202 551221 Fax: 01202 551223
 E-mail: enquiries@bcb.org.uk info@bcb.org.uk
 Website: www.bcb.org.uk

Shepway District Council
 The Civic Centre
 Castle Hill Avenue
 Folkestone
 Kent
 CT20 2QY

INVOICE NUMBER 18875
DATE 24/03/2015

INVOICE

LGA CONFERENCE - HARROGATE 2015

For the attention of ~~Mr Chambers~~

The Balmoral Hotel, Harrogate: VAT No. 159 063 694

3 x Double rooms for single occupancy for arrival Monday 29th June 2015, departing Thursday 2nd July 2015 x 3 nights at £106.70 per night B&B.

Cllr Monk
~~Mr Chambers~~
Mr Chambers.

Total amount: £960.30
 Less deposit paid: £96.03 → *invoice 18180*
 Balance due by return: £864.27

£240.07 each

Cheques payable to Bournemouth Convention Bureau Ltd

Total Net Amount 720.23

Banks Account details for BACS

Total VAT Amount 144.04

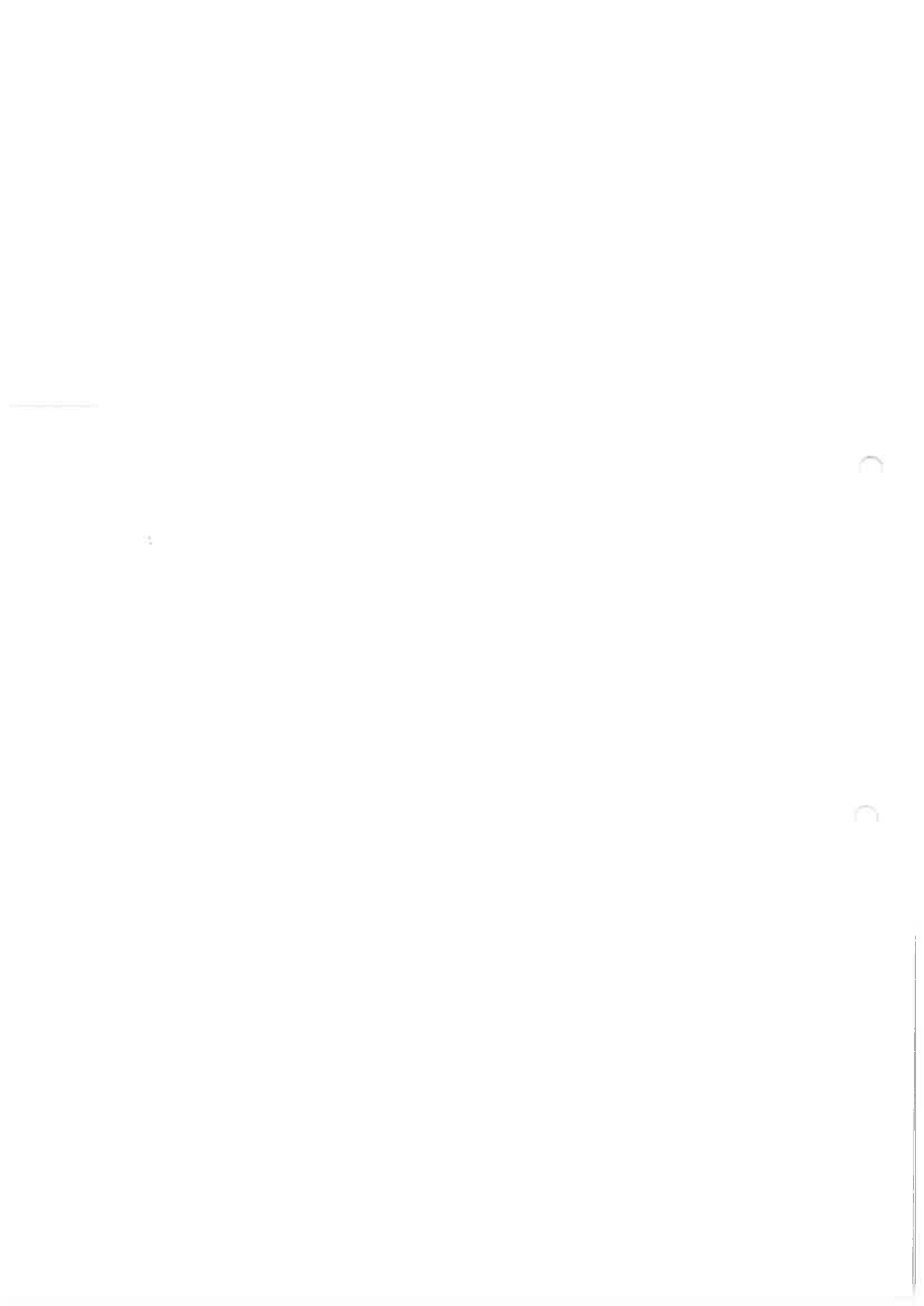
Royal Bank of Scotland

Invoice Total 864.27

Sort Code 16 14 16 Account number 10015940

DIRECTORS: P.G. Arnold . Kathryn Arnold . Frances Arnold
 Registered Office: Bournemouth Convention Bureau Ltd, Abchurch Chambers, 24 St Peters Road,
 Bournemouth BH1 2LN
 Registered in England No. 2951566 . VAT Reg . 656 4978 79

141



12



BOURNEMOUTH CONVENTION BUREAU LTD.
 Abchurch Chambers, 24 St Peters Road
 Bournemouth, Dorset, BH1 2LN
 Tel: 01202 551221 Fax: 01202 551223
 E-mail: enquiries@bcb.org.uk info@bcb.org.uk
 Website: www.bcb.org.uk

Shepway District Council
 The Civic Centre
 Castle Hill Avenue
 Folkestone
 Kent
 CT20 2QY

INVOICE NUMBER 18180
DATE 08/12/2014

INVOICE

CE00724

LGA CONFERENCE - HARROGATE 2015

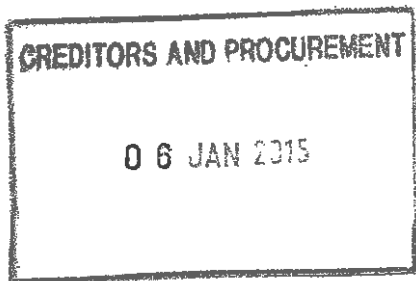
For the attention of ~~Mr Chambers~~

The Balmoral Hotel, Harrogate: VAT No. 159 063 694

3 x Double rooms for single occupancy for arrival Monday 29th June
 2015, departing Thursday 2nd July 2015 x 3 nights at £106.70 per night
 B&B.

Total amount: £960.30

Mr Monk
~~Mr Hellingston~~
 Mr Chambers



£26.68 each

Cheques payable to Bournemouth Convention Bureau Ltd

Banks Account details for BACS
 Royal Bank of Scotland
 Sort Code 16 14 16 Account number 10015940

Total Net Amount 80.03
Total VAT Amount 16.00
Invoice Total 96.03

DIRECTORS: P.G. Arnold . Kathryn Arnold . Frances Arnold
 Registered Office: Bournemouth Convention Bureau Ltd, Abchurch Chambers, 24 St Peters Road,
 Bournemouth BH1 2LN
 Registered in England No. 2951566 . VAT Reg . 656 4978 79

151

C

C

Mr P Simmons

MFG NEW ROMNEY SERVICE STATION

HIGH STREET
NEW ROMNEY
KENT TN28 8AZ
TEL 01797 369700

VAT REG NO. 1234 14161

1-1-1278-5653 08/04/2015 15:53

PUMP 6 DIESEL 50.01L
@119.9ppl £ 59.96

TOTAL INC VAT £ 59.96

** Customer Receipt **

Card: VISA DEBIT

08.04.2015 15:42:04

Term.-Id:71044319 TA-No.:369205

Trx.-No.:4764 Act.code:00000000

Receipt: 01/2719/C008

Auth.: 00E535

App-ID: A0000000310*0

Card: xxxxxxxx:xxx:4947

Expiry: 09/17

Issuer No: 0 TDS: ICC

Total: 59.96GBP

Transaction complete

EMV-DATA:: F800/410302/00

Please debit my account with the
total amount

Verified by PIN

Please Retain Receipt

MOTORFUEL GROUP

VAT REG NO. 1234 14161

RATE	EXCL	VAT	INCL
20.00%	49.97	9.99	59.96

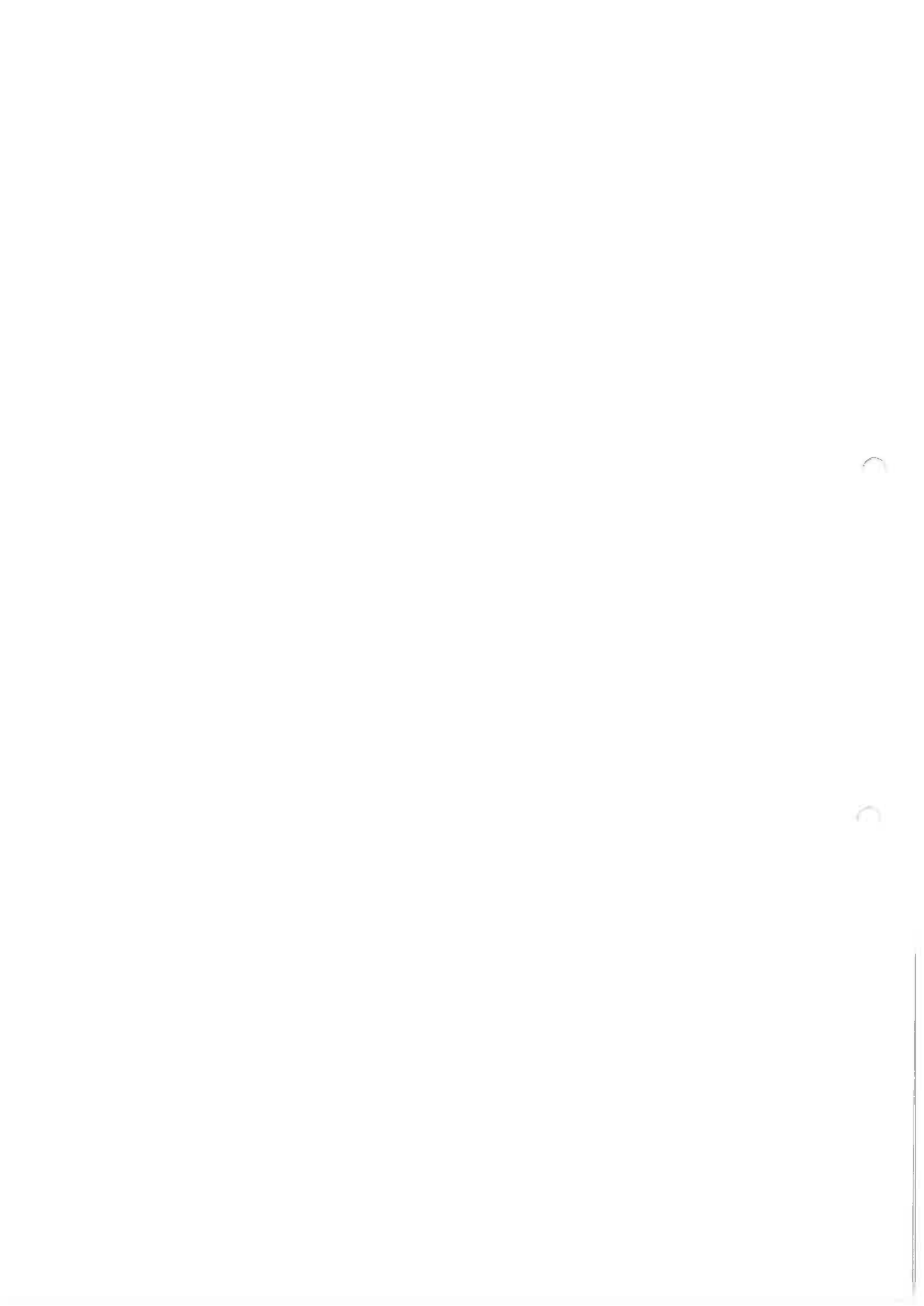
Card: xxxxxxxxxxx5058

Points for this sale: 50

New balance :31275

Mr P Simmons

THANKYOU AND PLEASE CALL AGAIN



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

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	£
7 April '15	Civic Centre			Cabinet Briefing	Car	3		£1.35			£1.35		
15 April	London & Civic Ctr.			SEE NARE, FPPG, Cab	Car/train	3		£1.35	✓		*£78.05		£2.15
22 April	Civic Centre			FPPG Charity	Car	3		£1.35			£1.35		
						Total	9				£80.75		£2.15

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)

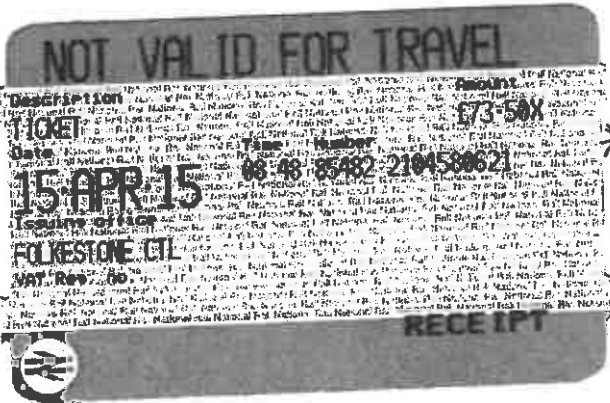
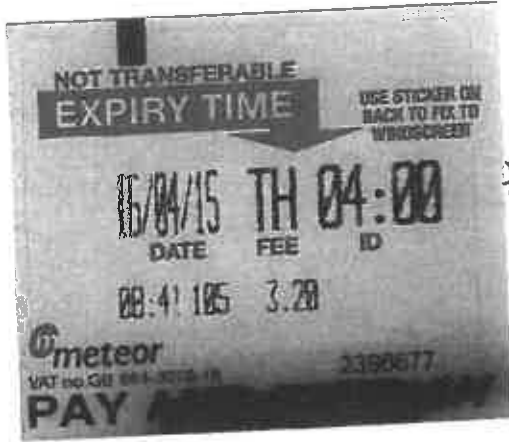
I DECLARE THAT
 I have necessarily incurred expenditure on travelling and subsistence or performed an approved duty as a member of Shepway DC.
 I have actually made the payments claimed.
 The amounts claimed accord with the rates and limits determined by the Council's scheme of allowances.
 I have not 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 _____ NAME _Cllr Rory Love_ DATE _1st May 2015_

£		£
Approved for payment		
Head of Democratic Services and Policy		

2 of 3

* includes £1.35 mileage



Customer

BILL SERVER 10090
40
TAKE OUT

T/A Americano Milk 2.15
Patisserie 2.15

SUBTOTAL 2.15
Cash 2.15

VAT SALES 1.79
VAT AMOUNT 0.36

Piotrek Bojanows
W001-040-0136-0001 15/04/2015 13:30-R

10% off your next visit
Go to www.pvoffer.co.uk
Service Not Included VAT 799094462

C

C

no receipts

EXPENSES

Name	Date of meeting	Location of meeting	If other please state location of event/meeting	Mode of transport	Other transport/ fare cost £	Subsistence claimed £	Mileage	Additional notes	Receipts provided	Name of meeting/event	If other please state name of event/meeting	Name of person who accompanied you in above vehicle
Councillor Alan Clifton-Holt	14/02/2015	Other	Felshams	Car	0.45p	0	20	037 ACH	Yes	Group Meeting		
Councillor Alan Clifton-Holt	15/02/15	Civic Centre		Car	0.45p	0	20	ACH	No	Other		
Councillor Michael Lyons	24/02/15	Civic Centre		Car	0.45p	0	11.2	Michael Lyons	Yes	Development Control Committee	Rick Guld, Licensing Manager.	NI.
Councillor Michael Lyons	24/02/15	Other		Car	0.45p	0	11.2	Michael Lyons	Yes	Development Control Committee	Rick Guld, Licensing Manager.	NI.
Councillor Michael Lyons	25/02/15	Civic Centre		Car	0.45p	0	11.2	Michael Lyons	Yes	Licensing Committee		NI.
Councillor Michael Lyons	25/02/15	Civic Centre		Car	0.45p	0	22	Michael Lyons	Yes	Licensing Committee		NI.
Councillor Mrs Jennifer Hollingsbee	15/04/2015	Civic Centre		Car	0.45p	0	22	Michael Lyons	Yes	Other	Nippalsee Community Meeting - Housing Matters	
Councillor Mrs Jennifer Hollingsbee	15/04/2015	Civic Centre		Car	0.45p	0	22	Michael Lyons	Yes	Other	CAB Board Meeting	
Councillor Mrs Jennifer Hollingsbee	22/04/2015	Civic Centre		Car	0.45p	0	22	Michael Lyons	Yes	Other		

Alan Clifton - Holt ⇒
40 miles @ 0.45p
£ 18.00

~~Michael Lyons 7~~
~~44.8 miles @ 0.45p~~
£ 20.16

Jennifer Hollingsbee ⇒
80 miles @ 0.45p
£ 38.10

C

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

no receipt

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		£	p	£	p	£	p	
22 April	Shepway DC Civic Centre			Licensing Committee	car	20		45p			9	00				
Total						20										£9.00

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

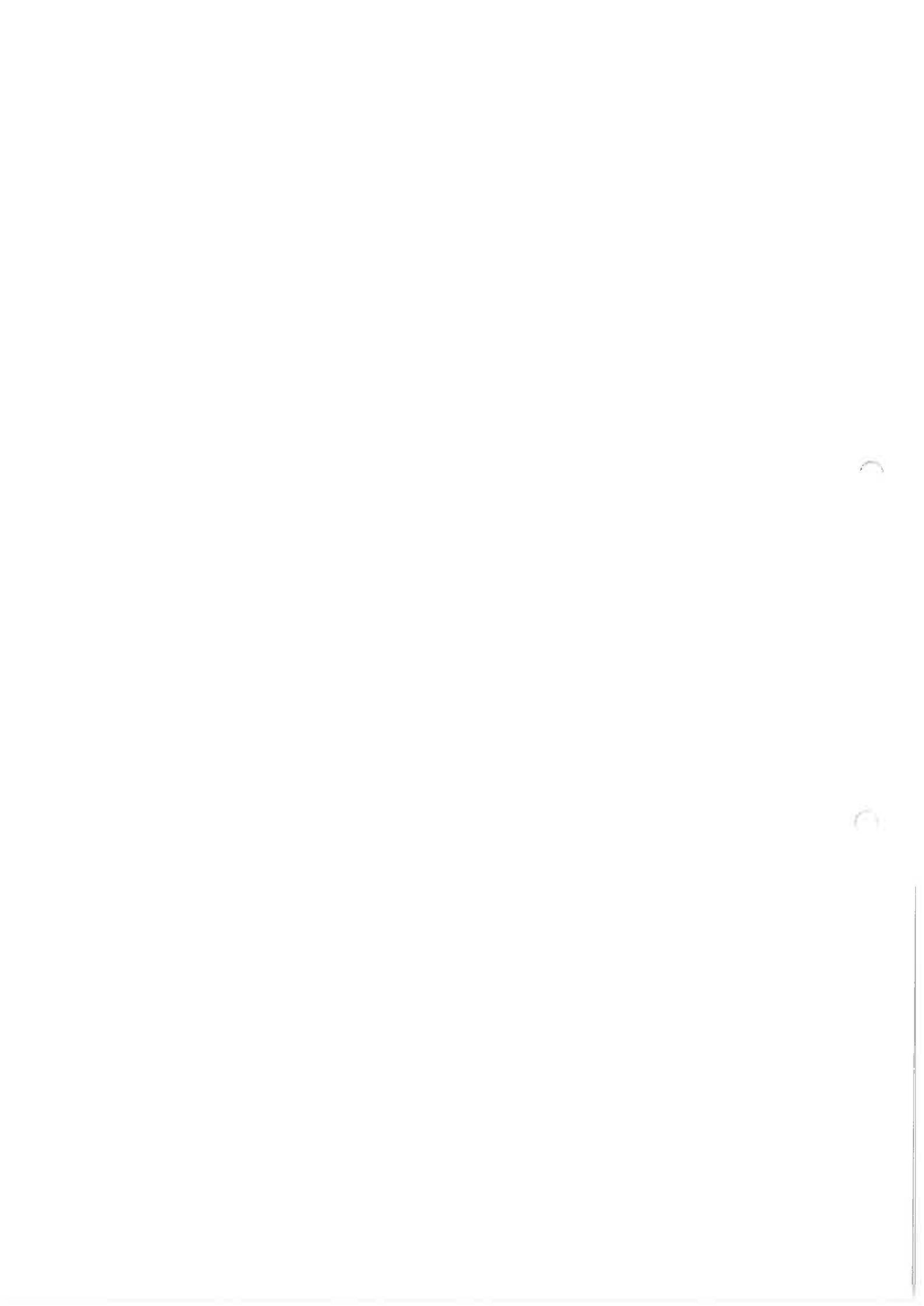
- (1) Registration No. _____
 - (2) Model of Car _____
 - (3) Councillors travelling out of the authority on approved duties should travel by the most cost-effective methods that meet the needs of their travel requirements. _____
- * If accompanied by another Member and/or officer please tick the box 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.
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 _____ NAME Cllr Terry Mullard DATE 30/04/15

£ 9.00	£
Approved for payment	
Head of Administration	



Clr Monk

RSP Rail Travel Account

VAT Registration Number GB 679 2143 11

SHEPWAY DISTRICT COUNCIL
 CIVIC CENTRE
 CASTLE HILL AVENUE
 FOLKESTONE KENT
 CT20 2QY

Account No: W002258
 Our Ref: 00000234903
 Period: 2015/P13
 Date: 27/03/2015

INVOICE

Date	Reference	Name	Details	Value
11/03/2015	5487937	G108 0605	1 X 2BAF FOLKESTONE CENTRAL - LONDON BR	£57.10
26/02/2015	5487960	CE52 4201	1 X 2BAF FOLKESTONE BR - ZONE R1256 LONDON	£73.50
08/03/2015	5487963	G157 3610	1 X 2BAF DOVER PRIORY - ZONE R1256 LONDON	£76.90
09/03/2015	5487965	"	1 X 2BAF FOLKESTONE WEST - LONDON BR	£67.90
25/02/2015	5487967	G100 0601	1 X 2BAF FOLKESTONE CENTRAL - ZONE R1256 LONDON	£73.50
25/02/2015	5487968	"	1 X 2BAF DEAL - ZONE R1256 LONDON	£76.90
16/03/2015	5487970	G157 3610	1 X 2BAF SANDLING - LONDON BR	£67.30
03/03/2015	5487971	G130 3610	1 X 2BFP SANDLING - TAUNTON	£109.50
04/03/2015	5487974	F005 3610	1 X 2BDY FOLKESTONE CENTRAL - ZONE R1256 LONDON	£41.90 *
04/03/2015	5487975	G100 3601	1 X 2BAF WALMER - ZONE R1256 LONDON	£76.90
05/03/2015	5487979	G100 0602	1 X 2BAF FOLKESTONE CENTRAL - ZONE R1256 LONDON	£73.50
04/03/2015	5487980	G130 2144	1 X 2BUA SITTINGBOURNE - TAUNTON	£256.00
10/03/2015	5487981	G102 3610	1 X 2BAF FOLKESTONE BR - ZONE R1256 LONDON	£73.50
13/03/2015	5487983	CE32 4201	2 X 2BDY FOLKESTONE CENTRAL - ZONE R1256 LONDON *	£84.80
18/03/2015	5487984	G109 0601	1 X 2BAF ASHFORD (KENT) - ZONE R1256 LONDON	£70.40
16/03/2015	5487985	G100 3610	1 X 2BAF FOLKESTONE CENTRAL - ZONE R1256 LONDON	£73.50
11/03/2015	5487986	G102 3610	1 X 2BAF FOLKESTONE WEST - LONDON BR	£67.90
20/03/2015	5487986	G100 3610	1 X 2BAF GILLINGHAM (KENT) - ZONE R1256 LONDON	£38.90
19/03/2015	5487989	"	1 X 2BAF GILLINGHAM (KENT) - ZONE R1256 LONDON	£38.90
16/03/2015	5487991	G102 3610	1 X 2BAF FOLKESTONE CENTRAL - MAIDSTONE BR	£16.80
16/03/2015	5487992	G135 3610	1 X 2BAF FOLKESTONE CENTRAL - ZONE R1256 LONDON	£73.50
16/03/2015	5487992	- -	1 X 2BAF FOLKESTONE CENTRAL - ZONE R1256 LONDON	£73.50
20/03/2015	5487993	G151 0601	1 X 2BDY CANTERBURY WEST - ZONE R1256 LONDON	£38.30
17/03/2015	5487995	G100 3601	1 X 2BAF WALMER - ZONE R1256 LONDON	£76.90
16/03/2015	5487998	H101 3610	1 X 2AAA FOLKESTONE CENTRAL - DOVER PRIORY	£4.80
18/03/2015	5488000	F012 3610	1 X 2BDY FOLKESTONE BR - LONDON BR	£38.30
19/03/2015	5488002	"	1 X 2BDY FOLKESTONE CENTRAL - ZONE R1256 LONDON	£41.90
25/03/2015			2 x Warrant Book Fee	£30.00
			Net Total	£1,892.80
			Total Amount	£1,892.80

* T VERIFIED
 S VERIFIED
 N CHECK

23



BOURNEMOUTH CONVENTION BUREAU LTD.

Abchurch Chambers, 24 St Peters Road
Bournemouth, Dorset, BH1 2LN
Tel: 01202 551221 Fax: 01202 551223
E-mail: enquiries@bcb.org.uk info@bcb.org.uk
Website: www.bcb.org.uk

Shepway District Council
The Civic Centre
Castle Hill Avenue
Folkestone
Kent
CT20 2QY

INVOICE NUMBER 18875
DATE 24/03/2015

INVOICE

LGA CONFERENCE - HARROGATE 2015

For the attention of Deborah Byatt

The Balmoral Hotel, Harrogate: VAT No. 159 063 694

3 x Double rooms for single occupancy for arrival Monday 29th June 2015, departing Thursday 2nd July 2015 x 3 nights at £106.70 per night B&B.

~~Mr Adams~~
Cllr Hollingsbee
Mr Chambers.

Total amount: £960.30
Less deposit paid: £96.03 → invoice 18180
Balance due by return: £864.27

£240.07
each

Cheques payable to Bournemouth Convention Bureau Ltd

Total Net Amount 720.23
Total VAT Amount 144.04
Invoice Total 864.27

Banks Account details for BACS
Royal Bank of Scotland
Sort Code 16 14 16 Account number 10015940

DIRECTORS: P.G. Arnold . Kathryn Arnold . Frances Arnold
Registered Office: Bournemouth Convention Bureau Ltd, Abchurch Chambers, 24 St Peters Road,
Bournemouth BH1 2LN
Registered in England No. 2951566 . VAT Reg . 656 4978 79



BOURNEMOUTH CONVENTION BUREAU LTD.
 Abchurch Chambers, 24 St Peters Road
 Bournemouth, Dorset, BH1 2LN
 Tel: 01202 551221 Fax: 01202 551223
 E-mail: enquiries@bcb.org.uk info@bcb.org.uk
 Website: www.bcb.org.uk

Shepway District Council
 The Civic Centre
 Castle Hill Avenue
 Folkestone
 Kent
 CT20 2QY

INVOICE NUMBER 18180
DATE 08/12/2014

INVOICE

CE00724

LGA CONFERENCE - HARROGATE 2015

For the attention of Deborah Byatt

The Balmoral Hotel, Harrogate: VAT No. 159 063 694

3 x Double rooms for single occupancy for arrival Monday 29th June
 2015, departing Thursday 2nd July 2015 x 3 nights at £106.70 per night
 B&B.

~~City Centre~~
 Cllr Hollingsbee
 Mr Chambers

Total amount: £960.30

CREDITORS AND PROCUREMENT
 06 JAN 2015

£26.68 each

Cheques payable to Bournemouth Convention Bureau Ltd

Banks Account details for BACS
 Royal Bank of Scotland
 Sort Code 16 14 16 Account number 10015940

Total Net Amount 80.03
Total VAT Amount 16.00
Invoice Total 96.03

DIRECTORS: P.G. Arnold . Kathryn Arnold . Frances Arnold
 Registered Office: Bournemouth Convention Bureau Ltd, Abchurch Chambers, 24 St Peters Road,
 Bournemouth BH1 2LN
 Registered in England No. 2951566 . VAT Reg . 656 4978 79

MEM AND TO NEW BARNET
CONCESSIONARILY BUS EXCEPT
BEFORE 9.30 am.

1 of 2

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

A/14/2015 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 tick and attach receipt/ticket	Travelling		Subsistence	
						Miles	Mileometer Readings	Rate 45p		Shared Vehicle *	£	p	£
7/14/15	CIVIC CENTRE	2.30 pm	7.30 pm	INFORMAL CABINET	PRIVATE CAR				✓				
8/14/15	"	6.00 pm	10.15 pm	RESOURCES SUBCOMMITTEE	PRIVATE CAR				✓		7	37	
14/14/15	"	2.45 pm	8.45 pm	BACKS TO BOARDING PLAN	PRIVATE CAR				✓		7	37	
16/14/15	"	10 am	1.30 pm	CABINET	PRIVATE CAR				✓				
18/14/15	200861 MARY SUMNER HOUSE	9.30 am	6.30 pm	FINANCE LIAISON GROUP	PRIVATE CAR				✓		7	37	
				NEW FINANCE SERVICE	PRIVATE CAR				✓		15	75	
				OPTIMUS SEMINAR	PRIVATE CAR				✓		24	35	
Total													

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

- (1) Registration No. _____
- (2) Model of Car _____
- (3) Councilors 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.
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/s covered for business use on my car insurance.

SIGNED _____ NAME CLAIR R. P. TILLS DATE 27/4/15

69-58 CORPORATE
APR 2015
POST ROOM

£ 69-58
Approved for payment
Head of Administration

28

Russell Driving

APRIL

31st March	Base to West Cliff Gdns	30	PRIVATE
31st March	Base to Lydd	12	PRIVATE
7th April	Civic Centre to Base	29.5	✓
8th April	Civic Centre to base	29.5	✓
14th April	Civic Centre to Base	29.5	✓
16th April	Base Civic Centre	29.5	✓
17th April	Base to Civic Centre & Return	29.5	PRIVATE
18th April	Base to Ashford Int & Return	63	✓
20th April	Base to Civic Centre & Return	29.5	PRIVATE

£15.75
 £7-37
 £7-37
 £7-37
 £7-37

Total
 Total

282

£70.50

PAID TO
 Peter Simms
 27/4/15

Re-charged to SDC:

181 miles @ 25p = £45.25

Day Travelcard

Class	Ticket type	Start date	Price
STO	OFF-PEAK TGD	18 APR 15	£24.35H
SNR	Valid until	18 APR 15	1510500431
Between	Route	Number	
ASHFORD INTL *	& LONDON ZONES 1-6	90888	
PLUS HIGH SPEED	CLF R Mison		





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

Checked
✓✓✓

Details of Travel/Approved Duty				Mode of Travel	Use of Own Vehicle			Use of Public Transport <small>Please / and attach receipt/ ticket</small>	Travelling		Subsistence			
Date	Place	Time Left Home	Time Arrived Home		Name of Meeting	Miles	Mileometer Readings		Rate 45p	Shared Vehicle	£	p	£	p
3.3.14	Civic Centre			Full Council	28				12.60					
19.3.14	Civic Centre			Full Council	28				12.60					
24.3.14	Civic Centre			Community O.C.	28				12.60					
25.3.14	Civic Centre			Flood Working G.	28				12.60					
					Total	112				50.40				

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

(1) Registration No. _____ (2) Model of Car _____
 (3) Councilors 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. £ 50.40

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 _____ NAME SONY HILLS DATE 30/4/14

£	£
Approved for payment	
Head of Administration	

MFG CENTRAL SERVICE STATION

MILITARY ROAD
HYTHE
KENT CT21 5DD
TEL 01303 265362

VAT REG NO. 123 414 61

1-1-314-65354

24/03/2014 18:11

PUMP 4 UNLEADED 23.09L
@129.9ppl

£ 30.00

TOTAL INC VAT £ 30.00

CASH £ 30.00

MOTORFUEL GROUP

VAT REG NO. 123 414 61

RATE	EXCL	VAT	INCL
20.00%	25.00	5.00	30.00

Card: xxxxxxxxxxxx4035

Points for this sale: 23
New balance : 1253

THANKYOU AND PLEASE CALL AGAIN

MFG NEW ROMNEY SERVICE STATION

HIGH STREET
NEW ROMNEY
KENT TN28 8AZ
TEL 01797 369700

VAT REG NO. 1234 14161

1-1-432-99160

03/04/2014 18:53

PUMP 4 UNLEADED 15.28L
@130.9ppl

£ 20.00

TOTAL INC VAT £ 20.00

CASH £ 20.00

MOTORFUEL GROUP

VAT REG NO. 1234 14161

RATE	EXCL	VAT	INCL
20.00%	16.67	3.33	20.00

THANKYOU AND PLEASE CALL AGAIN