

Shepway District Council – Claims for travel and subsistence for approved duties

Details of travel / approved duties				Use of own vehicle			Use of public transport		Travel		Subsistent	
Date	Destination	Time left home	Time arrived home	Meeting description	Method of travel	Total miles claimed	Rate 45p?	Rate 50p? *see below	Please tick and attach receipt / ticket		£	p
									£	p		
20/12/18	SDC	6:45			Taxi						4.20	
20/12/18	20/12/18				Taxi						4.80	
Total											9.00	

U 8 MAY 2018

vehicle please state below:
(2) Model of car

RECEIVED WITH THANKS

DATE: 20/12/18
 FROM: SDC
 TO: [Redacted]
 THE SUM OF: £ 14.50
 DRIVERS NAME: [Redacted]
 DRIVERS SIGNATURE: [Signature]

RECEIVED WITH THANKS

DATE: 20/12/18
 FROM: [Redacted] b. alpin
 TO: SDC 170
 THE SUM OF: £ 47.00
 DRIVERS NAME:
 DRIVERS SIGNATURE:

£ 9.00 ✓
Approved for payment
 Head of Administrator

on travelling and subsistence or performed an approved duty as a member of Shepway DC
 med
 c) The amounts claimed, accord with the rates and limits determined by the council's scheme of allowances 2015
 d) I have not made, and will not make, any other claim for allowances in connection with the duties indicated above
 e) My vehicle use on my car insurance
 Name: [Signature] Date: 22/12/18

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