

# 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 tick and attach receipt/ticket	Travelling		Subsistence
						Miles	Mileometer Readings	Rate		Shared Vehicle	£	
23/11/18	LOW DON	8-11	21-25	L.G. 1 GROUP AGM	TRAIN				<input checked="" type="checkbox"/>	38	60	
<b>Total</b>											38	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.  
 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 \_\_\_\_\_

SIG \_\_\_\_\_ NAME DAMON ROBINSON DATE 4/12/18

£ 38 60	£
<b>Approved for payment</b>	
Head of Administration	

# southeastern

Folkestone West Station

=== CARD PAYMENT ===

Shonecliffe Road  
Folkestone



Pan Seq Nr: 00  
ICC

SALE

Amount :  
GBP38.60



Date: 21/11/18 Time: 09:19:39

CARDHOLDER COPY  
PLEASE RETAIN FOR YOUR RECORDS

Card Payment Ref: 2415140046MT

5027T01W30M1514 0749 4124 09:18 21-11-18

THANK YOU FOR YOUR CUSTOM  
AND TRAVELLING WITH SOUTHEASTERN  
[www.southeasternrailway.co.uk](http://www.southeasternrailway.co.uk)