

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

Details of travel / approved duties					Method of travel	Use of own vehicle			Use of public transport		Travel		Subsistence		
Date	Destination	Time left home	Time arrived home	Meeting description		Total miles claimed	Rate 45p?	Rate 50p? *see below	Please tick and attach receipt / ticket	£	p	£	p	£	p
27/4	Chairman's Event			Chairman's Event - (Cape Bill at Hythe R.H.S.D.R.)											43.10
					Total										43.10

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

(1) Registration number _____

(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 councillor and/or officer you can claim a maximum of 50p per mile. Please and their state name/s: _____
(Fuel VAT receipts are required in order to make payment)

I declare that:

- a) I have necessarily incurred expenditure on travelling and subsistence or performed an approved duty as a member of Shepway DC
- b) I have actually made the payments claimed
- c) The amounts claimed accord with the rates and limits determined by the council's scheme of allowances 2015
- d) I have not claimed, any other claim for allowances in connection with the duties indicated above
- e) My vehicle is not used for private use on my car insurance

Signed _____

Name J O'NEIL

Date 9.5.18

£	£ 43.10
Approved for payment	
Head of Administration	

David Owen

Ticket Number:

A - 29

Receipt of Purchase

Romney, Hythe and Dymchurch Railway

Hythe Light Railway Café
www.rhdr.org.uk
info@rhdr.org.uk

Product	Price	Qty	Total
Cappuccino	£2.30	2	£4.60
Hot Chocolate	£2.50	1	£2.50
Mug of Tea	£1.60	1	£1.60
-Discount (Manager Approved)			£-0.80
Total Qty: 4			

Sub Total: £7.00
 Date: 27/04/2018 10:45:49
 Staff: Diane B
 Device: HY Cafe Till 1
 Total: **£7.00**

Tenders

Cash: £20.00
 - Change: £12.10

Tax Summary

Name	Perc.	Tax
20VAT	20%	£1.32
Total		£1.32

VAT Number: 202 0175 34

Please retain your receipt for refunds within 14 days from the date of purchase

Tickets are now available for Steam and Diesel Gala 12th and 13th May. Book now Online!



RECB00095R006CY1TE68

David Owen

Ticket Number:

A - 35

Receipt of Purchase

Romney, Hythe and Dymchurch Railway

Hythe Light Railway Café
www.rhdr.org.uk
info@rhdr.org.uk

Product	Price	Qty	Total
CHOC CHIP BROWNIE	£1.00	2	£2.00
Americano/Black Coffee	£2.30	1	£2.30
White Coffee	£2.30	6	£13.80
Hot Chocolate	£2.50	3	£7.50
Mug of Tea	£1.60	6	£9.60
Total Qty: 18			

Sub Total: £35.20
 Date: 27/04/2018 11:20:00
 Staff: Diane B
 Device: HY Cafe Till 1
 Total: **£35.20**

Tenders

Cash: £40.00
 - Change: £4.80

Tax Summary

Name	Perc.	Tax
20VAT	20%	£5.86
Total		£5.86

VAT Number: 202 0175 34

Please retain your receipt for refunds within 14 days from the date of purchase

Tickets are now available for Steam and Diesel Gala 12th and 13th May. Book now Online!



RECB00095R006D2E4ZK0

OCTOBER 2018

Clark, Kate

From: [REDACTED]
Sent: 29 October 2018 23:55
To: Clark, Kate
Subject: Re: Expenses for October

Dear Kate

In the continued absence of the Civic Driver, I have self driven to 2 events this week for which I would like to claim the appropriate allowance please.

The events are as follows

✓ 24/10/18 Mayor of Tunbridge Wells Charity Evening
Hythe - Tunbridge Wells - Hythe Total mileage 88.4 miles

✓ 29/10/18 Royal British Legion Poppy Appeal Launch
Hythe - County Hall Maidstone - Hythe Total mileage 62.8 miles.

Kind regards
David
Cllr David Owen
Chairman of Council

151 20
@ 45p
= £68.09

—Original Message—

From: Kate.Clark <Kate.Clark@folkestone-hythe.gov.uk>
To: Folkestone-Hythe-Councillors <Folkestone-Hythe-Councillors@folkestone-hythe.gov.uk>
Sent: Mon, 29 Oct 2018 12:51
Subject: Expenses for October

Dear Councillors

Just a reminder that expenses for October are due in by 5pm on Monday 5 November 2018.

These can be emailed to me or to committee@folkestone-hythe.gov.uk or posted to the Civic Centre marked for my attention.

Thank you.

Kate

Mrs Kate Clark
Committee Services Officer
Folkestone & Hythe District Council
Civic Centre, Castle Hill Avenue,
Folkestone, Kent, CT20 2QY

Email: kate.clark@folkestone-hythe.gov.uk
Website: www.folkestone-hythe.gov.uk

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