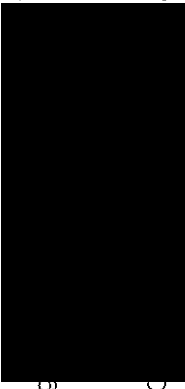


MEMBER'S NAME: Tony Rogers
ADDRESS: 60 HATTON STREET

Vehicle Reg: 
Exact C.C.:
Insurance C:

Guidance Notes

- This form should be used to claim carers allowance, mileage, fares, parking fees and subsistence allowance.
- Please complete at least monthly.
- Please refer to the Members Allowances Scheme when completing this form, also available on the Council's website at www.derbyshire.gov.uk/council/members_allowances. For any queries on vehicle licencing and health standards, you should contact the DVLA at www.dvla.gov.uk.
- Subsistence payments can only be made tax-free when the official duty is more than 5 hours duration and more than 5 miles from base.
- If you have any problems please contact the Members Allowances Section in Room 202 or Ext 7717 - Mary Cundy.

CERTIFICATION BY MEMBER: I DECLARE THAT:-

- I have actually and necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as a member of the Derbyshire County Council.
- I have actually paid the fares and made the other payments shown.
- The amounts claimed are strictly in accordance with the rates determined by the Council.
- I have a current full licence to drive the vehicle used and I have valid insurance; this covers me for business use and indemnifies the Authority against third party claims.
- My vehicle is taxed, has a valid MOT certificate (if older than 3 years) and is in roadworthy condition. I do not have any physical or mental disability/condition which affects my fitness to drive or take any drugs or substances which could impair my ability to drive.
- I claim carers allowance only in order to perform approved duties.
- The statements made are correct. Except as shown I have not travelled or subsistence expenses, or carers allowance.

Signature of Member

Date: 9.11.11

Tick as appropriate
I have a fuel VAT receipt which I have retained
I have attached a fuel VAT receipt to this claim
I do not have a fuel VAT receipt

	£	p
SUMMARY: (for office use only)		
Car Allowance:	18	45 p
Fares and other Authorised Payments		
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
Miscellaneous		
TOTAL AMOUNT DUE £	8.10	
Calculations Checked	mc	
Calculations Verified	Moby	
Authorised for Payment	DWR	

