

MEMBER'S NAME: ANNE WESTERN
ADDRESS: 14 RUTHVEN AVENUE
BARKSBOURNE

Vehicle Reg. No. [REDACTED]
Exact C.C. [REDACTED]
Insurance Company: [REDACTED]

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 above and on the supplementary sheet attached are correct. Except as shown I have not made and will not make any claim under any enactment for travelling or subsistence expenses, or carers allowance in connection with the duties indicated above.

Signature of Member

[REDACTED SIGNATURE]

Date: 4.11.11

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: 623 Miles at 45 p	282.15	
Fares and other Authorised Payments	4.50	
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
Miscellaneous		
TOTAL AMOUNT DUE £	286.65	
Calculations Checked		[Signature]
Calculations Verified		[Signature]
Authorised for Payment		[Signature]

Date	Place of Departure	Place of Return	TIMES		DETAILS OF APPROVED DUTIES		Names of Passengers if Travel by Private Car	No. Miles if by Private Car		Fares and other authorised payments £ p	Subsistence		Carers Allowance £ p	
			Depart	Return	Time	Venue		Description	Miles		Passenger Miles	Tax		Non-Tax
18/10	Home	Home	8:30	4:00	10:30	Matlock	meeting with Cllr Moxley		36					
19/10	"	"	9:30	7:30	12:00	London	LCFA Gen. + Transp. Boards		15	4.50				
20/10	"	"	8:30	2:00	10:00	Matlock	meeting with J Coacher		36					
21/10	"	"	9:30	4:45	11:00	"	" Cllr Cox		36					
					11:30	"	" Cllr Lucas							
					12:00	"	" Cllr Moxley							
24/10	"	"	8:15	5:00	9:00	"	- Leadership + Cllr Moxley		36					
25/10	"	"	8:45	5:30	9:30	"	- meeting with Cllr Allen		36					
					10:00	"	- Scrutiny budget review							
26/10	"	"	8:15	4:30	9:30	"	- meeting with Cllr Piggott		36					
27/10	"	"	8:30	5:00	10:30	"	- meeting with Cllrs Charles and Stenson		36					
28/10	"	"	12:00	5:30	13:00	"	- SFA duties		36					
29/10	"	"	8:00	3:30	9:30	"	- meeting with Cllrs Charles + Stenson		36					
					11:30	"	" Cllr Moxley							
					12:15	"	" Cllr Smith							
					12:45	"	" Cllr Burrows							
								339	/					
								288	/					
								627	/	4.50				

Attached to claim dated:

Verified by:

Total brought forward from supplementary sheet(s)

TOTAL CLAIMED:

