

# DCC Members Allowances

## Guidance Notes

1. This form should be used to claim carers allowance, mileage, fares, parking fees and subsistence allowance.
2. Please complete at least monthly.
3. 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](http://www.derbyshire.gov.uk/council/members_allowances). For any queries on vehicle licensing and health standards, you should contact the DVLA at [www.dvla.gov.uk](http://www.dvla.gov.uk)

4. Subsistence payments can only be made tax-free when the official duty is more than 5 hours duration and more than from base.

5. If you have any problems please contact the Members Allowances Section in Room 207 or Ext 38717 - Mary Cundy

## CERTIFICATION BY MEMBER: I DECLARE THAT:-

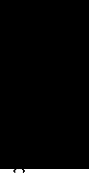
1. I have actually and necessarily incurred expenditure on travelling and subsistence for the purpose of enabling me to perform approved duties as a member of the Derbyshire County Council.
2. I have actually paid the fares and made the other payments shown.
3. The amounts claimed are strictly in accordance with the rates determined by the Council.
4. I have a current full license to drive the vehicle used and I have valid insurance; this covers me for business use and indemnifies the Authority against third party claims.
5. 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.
6. I claim carers allowance only in order to perform approved duties
7. 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 conference allowances, or specific attendance allowance or carers allowance in connection with the duties indicated above.

Signature of Member:

Date:

5/12/11

MEMBER'S NAME: Barry Lewis  
 ADDRESS: 2 King George  
 Wessington Derbyshire  
 DE55 6DZ

Vehicle Registration Number:   
 Exact C.C:  
 Insurance Company:

<b>Tick as appropriate</b>	
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	X

SUMMARY (for office use only)	
Car Allowance:	
639 Miles at	£0.450
0 Passenger miles at	£0.010
Fares and other Authorised Payments	£12.50
Taxable Subsistence Allowance	£0.00
Non-Taxable Subsistence Allowance	£0.00
Carers Allowance	£0.00
<b>TOTAL AMOUNT DUE</b>	<b>£300.05</b>

Calculations Checked: *me*  
 Calculations Verified: *SJP*  
 Authorised for Payment: *[Signature]*



# DCC Members Allowances

Date	Place of Departure	Place of Return	TIMES		DETAILS OF APPROVED DUTIES			Names of Passengers	No. of Miles by private car		Fares / Authorised Payments	Subsistence		Carers Allowance	Notes
			Depart	Return	Venue	Description	Miles		Passenger Miles	Tax		Non Tax			
05/10/2011	home	home	7.50	12.30		County Hall meetings		12							
06/10/2011	home	home	10.00	18.30		Creswell Crags		50							
07/10/2011	home	home	8.00	17.00		County Hall Meeting		12							
10/10/2011	home	home	8.00	17.30	9.30	Bolsover	NSPCC Event, Bolsover countryside		41						
11/10/2011	home	home	8.00	20.00		London	Breaking the Cycle Conference		12						Car parked in maitlock
12/10/2011	home	home	8.30	12.00			Conservative Group meeting		12						
13/10/2011	home	home	8.30	18.00			County Hall meeting		12						
14/10/2011	home	home	9.00	17.00			County Hall meeting		12						
17/10/2011	home	home	8.30	12.30			County Hall meeting		12						
18/10/2011	home	home	8.30				County Hall meeting then t o London		6						Car parked county hall
21/10/2011		home		17.00			County Hall and office catch-up		6						
24/10/2011	Chesterfield	home	9.15	17.15	14.00	County Hall	From NEDDC to meetings at County Hall		6						
25/10/2011	home	home	8.30	18.00		County Hall	Meetings		12						
26/10/2011	home	home	10.00	18.00		County Hall	Meetings		12						
27/10/2011	home	home	12.00	20.30		County Hall	Meetings and Burning Sounds Eve		12						
01/11/2011	home	home	9.00	17.30		County Hall	meetings		12						
02/11/2011	home	home	13.00	20.30		County Hall	meetings then chesterfield Donut office then chesterfield to meet MA		27						
03/11/2011	home	home	12.30			County Hall	meetings then foster carer long sea		32						
04/11/2011	home	home	11.30	22.00		County Hall	meetings		12						
07/11/2011	home	home	9.30	17.30		County Hall	meetings		12						
08/11/2011	home	home	9.00	17.30		County Hall	meeting then to Creswell Crags 2p		50						
09/11/2011	home	home	9.00	18.00		County Hall	meetings		12						
10/11/2011	home	home	9.00	17.00		County Hall	meetings and office		12						
14/11/2011	home	home	8.00	18.30	9.00	County Hall	Aspiration event then office		12						
15/11/2011	home	home	8.30	17.00	9.30	Derby, Rivers	Munro event then County Hall 2pm		44						
16/11/2011	home	home	11.00	19.00		County Hall	meetings and office		12						
17/11/2011	home	home	8.30			County Hall	meetings in am. Left for London		6						Car parked county hall
18/11/2011	home	home		17.30	15.00	Arkwright Cent	Rtn from London c13.00 From County Hall		26						
21/11/2011	home	home	14.00	20.00	15.30	County Hall	Corporate parenting com.		12						
22/11/2011	home	home	8.30	18.30		County Hall	meetings		12						
23/11/2011	home	home	9.00	21.00		County Hall	meetings and 18.00 county-wide V		12						
24/11/2011	home	home	8.00	17.00		County Hall	then Alice's View childrens centre		25						
25/11/2011	home	home	8.00	17.30		County Hall	SMT interviews		12						
TOTALS PAGE 1									571	0	£0.00	£0.00	£0.00	£0.00	

*approved* *Cabinets* *2/8/11*  
*minute* *2.35/11*  
*approved* *Cabinets* *20/9/11*  
*minute* *2.67/11*





