

**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 licencing 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 5 miles from base.
5. 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:-**

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 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.
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 carers allowance in connection with the duties indicated above.

Signature of Member, .....



..... Date: 5/12/11

MEMBER'S NAME: CLK GAREY PURDY  
 ADDRESS: TIEH MOR  
75, DERBY ROAD, COMBOD DEYSRP  
 [Redacted]  
 Vehicle Reg. N  
 Exact C.C. ....  
 Insurance Cor

<b>Tick as appropriate</b>	
I have a fuel VAT receipt which I have retained	<input type="checkbox"/>
I have attached a fuel VAT receipt to this claim	<input checked="" type="checkbox"/>
I do not have a fuel VAT receipt	<input type="checkbox"/>

	£	p
<b>SUMMARY: (for office use only)</b>		
Car Allowance:		
..... 122 Miles at 45 p	54.90	
Fares and other Authorised Payments	2.00	
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
Miscellaneous		
<b>TOTAL AMOUNT DUE £</b>	<b>57.40</b>	
Calculations Checked	me	
Calculations Verified	SJP	
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	Passenger Miles	Fares and other authorised payments	Subsistence		Carers Allowance
			Depart	Return	Time	Venue Description					Tax	Non-tax	
6/10/11	Camford	Camford	9:30a	11:45a	10am	County Hall - Transport Appeals		8					
6/10/11	Camford	Camford	8:01	5:30p	4PM	Saxon House Dehn - Review of Psycho - Dynamic Therapy Re Peoples Scrutiny Com		4.2		2-50			
11/10/11	Camford	Camford	9:15a	12am	10am	County Hall - See Just - Gillian Re Mobile Phone & Cabinet Meetings		8					
12/10/11	Camford	Camford	8:30	12:15	9am	County Hall - Cons Group Meeting ✓		8					
14/10/11	Camford	Camford	9:30	3:30p	10am	County Hall - Reg Lic & Appeals Dismissed. Hearings X 2. ✓		8					
17/10/11	Camford	Camford	9:30a	12PM	10am	County Hall - Reg Lic & Appeals Committee ✓		8					
9/11/11	Camford	Camford	9:00	12:45	9:30am	County Hall - Cons Group Meeting ✓		8					
10/11/11	Camford	Camford	1:15	4PM	2PM	County Hall - Peoples Scrutiny Re: IMS Funding		8					
14/11/11	Camford	Camford	8:30	1PM	10am	County Hall - Fire brief - I+S Peoples Scrutiny		8					
28/11/11	Camford	Camford	9:30	1PM	10am	County Hall - Licensing & Appeals		8					
28/11/11	Camford	Camford	2pm	4:30	2:30	County Hall - Members Briefing Meeting		8					

Total brought forward from supplementary sheets(s)

TOTAL CLAIMED:

										£2-50			
										122miles			