



MEMBER'S ALLOWANCES
Claim by Elected Member of Derbyshire County Council

MEMBER'S NAME: John Halloran

ADDRESS: Penn Lane

NEVERLAND

Vehicle Reg. 

Exact C.O. 

Insurance Company:

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. For any queries on vehicle licensing and health standards, you should contact the DVLA at 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 Curdy.

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 
7. The statement made in allowance 

Signature of Member

Date: 5 Dec 2011

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

SUMMARY: (for office use only)	
Car Allowance: <u>1402</u> Miles at <u>45 p</u>	£ <u>630.90</u>
Fares and other Authorised Payments	
Taxable Subsistence Allowance	
Non-Taxable Subsistence Allowance	
Carers Allowance	
Miscellaneous	
TOTAL AMOUNT DUE £	630.90
Calculations Checked	<u>me</u>
Calculations Verified	<u>SSP</u>
Authorised for Payment	