

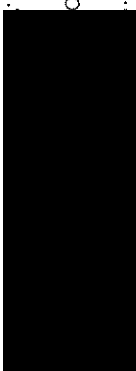
Improving life for local people

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

MEMBER'S NAME: *John Harrison*

ADDRESS: *Pen Lane*

Vehicle Reg. No: *M55R0000*

Exact C.O. No: 

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 licencing 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 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 made are true and correct.

Except as shown I have not claimed any other subsistence expenses, or carers allowance

Signature of Member

Date: *5 Dec 2011*

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

SUMMARY: (for office use only)		£	p
Car Allowance:	<i>1,658</i> Miles at <i>41</i> p	<i>746</i>	<i>10</i>
Fares and other Authorised Payments		<i>35</i>	<i>00</i>
Taxable Subsistence Allowance			
Non-Taxable Subsistence Allowance			
Carers Allowance			
Miscellaneous			
TOTAL AMOUNT DUE £		<i>781</i>	<i>10</i>
Calculations Checked		<i>me</i>	
Calculations Verified		<i>SSP</i>	
Authorised for Payment			

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 £	Subsistence		Carers Allowance	
			Depart	Return	Time	Venue		Description	Miles		Passenger Miles	£	p	£
2011	Mbourne	Mbourne						68						
27								68						
29								68						
Aug 2								68						
13								68						
14								68						
11								68						
12								68						
16								88						
17								68						
18								14						
22								68						
Sep 7								68						
18								68						
19								12		35.00				
19								68						
18								68						
14								68						
15								68						
19								68						
20								68						
21								68						
22								68						
26								68						
27								68						
28								68						
29								68						
Oct 7								68						
								1658		35.00				

Total brought forward from supplementary sheet(s)

TOTAL CLAIMED: 1658 35.00