

MEMBER'S NAME: **MICHELLE BOOTH**
ADDRESS: **39 HOLLINGHAM PD**

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

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] Date: **05-12-11**

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: 240 Miles at 45 p	108.00	
Fares and other Authorised Payments: 120 @ 0.05p	6.00	
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
Miscellaneous		
TOTAL AMOUNT DUE £	114.00	
Calculations Checked	MC	
Calculations Verified	STP	
Authorised for Payment		[Signature]

