

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. 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 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: IDECLARE 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

Signature of Member:

Personal

Date:

5/7/14

Stuart Brittain
3 Hartington road
chesterfield
s410he

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

Personal

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	

SUMMARY: (for office use only)	
Car Allowance:	
124 Miles at	£0.450
22 Passenger miles at	£0.050
	£1.10
Fares and other Authorised Payments	£0.00
Taxable Subsistence Allowance	£0.00
Non-Taxable Subsistence Allowance	£0.00
Carers Allowance	£0.00
TOTAL AMOUNT DUE	£5.70
Calculations Checked	MC
Calculations Verified	KB
Authorised for Payment	

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Date	Place of Departure	Place of Return	TIMES		DETAILS OF APPROVED DUTIES			Names of Passengers	No. of Miles by private car		Fares / Authorised Payments	Subsistance		Carers Allowance	Not
			Depart	Return	Time	Venue	Description		Miles	Passenger Miles		Tax	Non Tax		
20/05/2014	home	home	900.00	1300.00		County Hall	meeting re hospital d collins		22						
23/05/2014	home	home	900.00	1400.00		County Hall	member development training		22						
04/06/2014	home	home	800.00	1500.00		County Hall	labour group meeting Awestern	S BLANK	22	22					
17/6/114	home	home	1300.00	1800.00		clay cross	attending meeting on the avenue for counciloor allen atNEDC		14						
01/07/2014	home	home	900.00	1330.00		County Hall	advice on jet portfolio (d collins) meeting		22						
02/07/2014	home	home	800.00	1430.00		County Hall	Lab group meeting A western		22						
									124						
TOTALS PAGE 1									272	22	£0.00	£0.00	£0.00	£0.00	

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			Depart	Return	Time	Venue	Description		Miles			Tax	Non Tax		
TOTALS PAGE 2									212	0	£0.00	£0.00	£0.00	£0.00	
TOTALS PAGE 1									0	22	£0.00	£0.00	£0.00	£0.00	
TOTALS CLAIMED									212	22	£0.00	£0.00	£0.00	£0.00	