



Improving life for local people

# MEMBER'S ALLOWANCES

Claim by Elected Member of Derbyshire County Council

**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](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).
- 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 any claim for mileage or subsistence expenses, or carers allowance.



Signature of Mem

Date: 22/12/11

MEMBER'S NAME: Mr A I LOWE  
 ADDRESS: HORN BEAM HOUSE,  
HORTON, OSK 4DF

Vehicle F  
 Exact C  
 Insuranc

<b>Tick as appropriate</b>	
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
<b>SUMMARY: (for office use only)</b>		
Car Allowance:		
..... 309 ..... Miles at 45 p	139.05	
	31.40	
Fares and other Authorised Payments		
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
Miscellaneous		
<b>TOTAL AMOUNT DUE £</b>	<b>170.45</b>	
Calculations Checked	mc	
Calculations Verified	SJP	
Authorised for Payment		[Signature]

DECEMBER 2011

Date	Place of Departure	Place of Return	TIMES		Time	Venue	Description	Names of Passengers if Travel by Private Car	No. Miles if by Private Car	Passenger Miles	Fares and other authorised payments £ p	Subsistence		Carers Allowance £ p
			Depart	Return								Tax	Non-Tax	
11/12	HOPTON	HOPTON	0805	1330	0930	COUNTY HALL	LEADER MEETINGS		16					
11/12	HOPTON	HOPTON	1400	1745	1430	CARNATION WAY, ASHBURNE	DEC PHOTOGRAPH		16					
2/12	HOPTON	HOPTON	0940	1650	1030	SHIPLEY, NATURE RESERVE	ORNING		42					
3/12	HOPTON	HOPTON	0840	1610	1000	BUXTON DOME	UNIVERSITY GRADUATION		42					
5/12	HOPTON	HOPTON	0805	1205	0830	COUNTY HALL	LEADER MEETINGS		16					
6/12	HOPTON	HOPTON	0730	1710	0800	COUNTY HALL	LEADER MEETINGS		16					
7/12	HOPTON	HOPTON	0715	1930	0930	COUNTY HALL	LEADER MEETINGS		16					
8/12	HOPTON	HOPTON	0910	2230	1430	LEA HILL, LONDON	LEAD SECURITY		7		31.40			
9/12	HOPTON	MATLOCK	0840	0900	0900	COUNTY HALL	LEADER MEETINGS		8					
9/12	MATLOCK	DEEBY	1230	1316	1400	KSOLESTON ROAD	DEEBY UNIVERSITY COURSE		21					
9/12	DEEBY	MATLOCK	1715	1810	1830	ALLENFIELDS SCHOOL	DEC YOUNG ATHLETES		21					
9/12	MATLOCK	HOPTON	1940	2005		HOMES	FROM ABOVE		8					
12/12	HOPTON	HOPTON	1330	1730	1400	COUNTY HALL	LEADER MEETINGS		16					
13/12	HOPTON	HOPTON	0745	1710	0930	COUNTY HALL	LEADER MEETINGS		16					
15/12	HOPTON	HOPTON	0840	1755	0900	COUNTY HALL	LEADER MEETINGS		16					
19/12	HOPTON	HOPTON	0840	1800	0900	COUNTY HALL	LEADER MEETINGS		16					
21/12	HOPTON	HOPTON	0840	1600	0900	COUNTY HALL	LEADER MEETINGS		16					

Total brought forward from supplementary sheet(s)

TOTAL CLAIMED:

309	31.40		
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