



Improving life for local people

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

**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](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).
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 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 Mem

..... Date: .....

MEMBER'S NAME: D Wilson  
 ADDRESS: 10 West End  
ACKERTON  
 [Redacted]  
 Vehicle  
 Exac  
 Insur

<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	<input checked="" type="checkbox"/>
I do not have a fuel VAT receipt	

	£	P
<b>SUMMARY: (for office use only)</b>		
Car Allowance:		
..... Miles at 45 p	30	60
Fares and other Authorised Payments		
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
Miscellaneous		
<b>TOTAL AMOUNT DUE £</b>	<b>30</b>	<b>60</b>
Calculations Checked	me	
Calculations Verified	SJP	
Authorised for Payment	[Signature]	

