

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 5 miles from base.
5. If you have any problems please contact the Members Allowances Section in Room 207 or Ext 38717 - Mary Cundy

MEMBER'S NAME
ADDRESS

Angelique Foster
29 Burns Drive
Dronfield
S18 1NJ

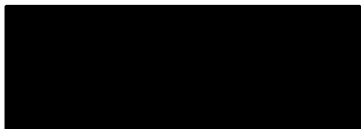
Vehicle Registration Number:
Exact C.C.:
Insurance Company:



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 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 carers allowance in connection with the duties indicated above.

Signature of Member:



Date:

31/05/18

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

SUMMARY: (for office use only)		
Car Allowance:		
257.6	Miles at	£0.45
0	Passenger miles at	£0.05
Fares and other Authorised Payments		
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
		TOTAL AMOUNT DUE
Calculations Checked	me	
Calculations Verified	Mary	
Authorised for Payment	EMP	

115.65

55.00

170.65

DCC Members Allowances

Date	Place of Departure	Place of Return	TIMES		DETAILS OF APPROVED DUTIES			Names of Passengers	No. of Miles by private car		Fares / Authorised Payments	Subsistence		Carers Allowance	Notes
			Depart	Return	Time	Venue	Description		Miles	Passenger Miles		Tax	Non Tax		
2.05.18	Dronfield	Dronfield	8.00	5.00	DCC Meetings			30							
3.05.18	Dronfield	Dronfield	13.00	17.00	DCC Meetings			30							
8.05.18	Dronfield	Dronfield	9.00	16.00	DCC Meetings			30							
9.05.18	Dronfield	Dronfield	8.00	16.30	DCC Meetings			30							
10.05.18	Dronfield	Dronfield	9.00	13.30	DCC Meetings			30							
14.05.18	Dronfield	Dronfield	8.00	10.00	Holymoorside Parish	DCC Highways meeting		17.6							
16.05.18	Dronfield	Dronfield	8.00	13.00	DCC Meetings			30							
17.05.18	Dronfield	Dronfield	9.00	17.00	DCC Meetings					£55.00					taxi fare return
23.05.18	Dronfield	Dronfield	10.00	14.00	DCC Meetings			30							
31.05.18	Dronfield	Dronfield	9.00	15.00	DCC Meetings			30							
								257.6	0	£55.00	£0.00	£0.00	£0.00		

Taxi Receipt
 Date: 4pm Time: 17.05.18
 Journey From NATLOEU
 Journey to DRONFIELD
 Fare £ 31 PCSD
 Driver's Signature [Signature]

