

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

Robert Flatley
2 Fisher Court
Ilkeston
DE7 8PZ

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



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	

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 carers allowance in connection with the duties indicated above.

Signature of Member:



Date:

29/06/18

SUMMARY: (for office use only)			
Car Allowance:			
249	Miles at	£0.46	£112.05 ✓
0	Passenger miles at	£0.05	£0.00
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			£112.05 ✓
Calculations Checked <i>mc</i>			
Calculations Verified <i>BB</i>			
Authorised for Payment <i>AMS</i>			

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		
15/03/18	Ilkeston	Ilkeston	12.00	16.00	14.00	County Hall, Matlock	Cabinet Meeting		38						
05/04/18	Ilkeston	Ilkeston	10.00	16.00	12.00	County Hall, Matlock	Meeting with Joy Hollister re: Hazelwood + Cabinet		38						
11/04/18	Ilkeston	Ilkeston	8.00	18.00	9.30	County Hall, Matlock	Conservative Group + Council AGM		38						
17/04/18	Ilkeston	Ilkeston	13.00	18.00	14.00	County Hall, Matlock	Corporate Parenting Committee		38						
19/04/18	Ilkeston	Ilkeston	8.30	16.30	10.00	County Hall, Matlock	Cabinet Member Meeting Strategic Le								
		Ilkeston			13.30		IS People Visit New Mills School		97						
TOTALS PAGE 1									248	0	£0.00	£0.00	£0.00	£0.00	

Date	Place of Departure	Place of Return	TIMES		DETAILS OF APPROVED DUTIES			Names of Passengers	private car		Fares / Authorised Payments	Subsistence		Carers Allowance	Notes
			Depart	Return	Time	Venue	Description		Miles	Passenger Miles		Tax	Non Tax		