

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

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: _____

22/11/17

MEMBER'S NAME: ROSEET FLATLEY
 ADDRESS
 2 FISHER COURT
 [REDACTED]
 Vehicle
 Exact C
 Insurance

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:	
392 Miles at	£0.45
0 Passenger miles at	£0.05
	£176.40
	£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	£176.40
Calculations Checked	mc
Calculations Verified	[Signature]
Authorised for Payment	[Signature]

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		
29/07/2017	Ilkeston	Ilkeston	13.00	15.30	14.00	John Hadfield House, Matlock	IS People Briefing Meeting		38						
05/09/2017	Ilkeston	Ilkeston	12.00	14.30	13.00	County Hall West Bridgeford, Nottinghamshire	IS People Briefing Meeting		24						
06/09/2017	Ilkeston	Ilkeston	10.00	17.00	14.00	County Hall, Matlock	IS People Meeting		38						
13/09/2017	Ilkeston	Ilkeston	8.00	18.00	9.30	County Hall, Matlock	Group + Full Council		38						
14/09/2017	Ilkeston	Ilkeston	13.00	17.00	14.00	County Hall, Matlock	Cabinet Meeting		38						
18/09/2017	Ilkeston	Ilkeston	10.30	16.00	14.00	County Hall, Matlock	IS People Working Group		38						
18/10/2017	Ilkeston	Ilkeston	8.00	13.00	9.30	County Hall, Matlock	Group		38						
19/10/2017	Ilkeston	Ilkeston	11.30	15.30	13.00	John Hadfield House, Matlock	Inclusion Strategy Meeting (IS)		38						
25/10/2017	Ilkeston	Ilkeston	12.00	14.30	13.00	David Nieper Academy, Alfreton	Emergency Planning Training		26						
15/11/2017	Ilkeston	Ilkeston	8.00	14.00	9.30	County Hall, Matlock	Group		38						
16/11/2017	Ilkeston	Ilkeston	13.00	16.00	14.00	County Hall, Matlock	Cabinet Meeting		38						
TOTALS PAGE 1									392	0	£0.00	£0.00	£0.00	£0.00	