

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 100 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, or any other allowances mentioned above.

Signature of Member:



Date:

30/1/18

Stuart Brittain
6 GROVE FARM CLOSE
BRIMINGTON
CHESTERFIELD
S431QA
Vehicle Registration No: [REDACTED]
Exact C.C.: [REDACTED]
Insurance Company: [REDACTED]

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:		
183	Miles at	£0.450
0	Passenger miles at	£0.050
Fares and other Authorised Payments		
Taxable Subsistence Allowance		
Non-Taxable Subsistence Allowance		
Carers Allowance		
		82.35 ✓
TOTAL AMOUNT DUE		
Calculations Checked	me	
Calculations Verified	SB	
Authorised for Payment	SB	

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	Subsistance		Carers Allowance	Notes
			Depart	Return	Time	Venue	Description		Miles	Passenger Miles		Tax	Non Tax		
13/11/2017	home	HOME	10.00	1500.00		County Hall	MEETING A WESTERN		24						
19/11/2017	home	HOME	11.00	1600.00		County Hall	meeting k walker		24						
19/11/2017	home	home	1030	1200		county hall	meeting A western		24						
04/01/2018	home	home	1300.00	1800.00		willington area	hazardous route inspection		87						
24/01/2018	home	home	1100	1400		County Hall	meeting k walker com prior		24						
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TOTALS PAGE 1									183	0	£0.00	£0.00	£0.00	£0.00	

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			Depart	Return	Time	Venue	Description		Miles			Tax	Non Tax		
TOTALS PAGE 2										0	£0.00	£0.00	£0.00	£0.00	
TOTALS PAGE 1									183	0	£82.35	£0.00	£0.00	£0.00	
TOTALS CLAIMED									0	0	£82.35	£0.00	£0.00	£0.00	
									183						