DCC Members Allowances

Guidance Notes

1. This form should be used to claim carers allowance, mileage, fares, parking fees and subsistance allowance.

2. Please complete at least maonthly.

3. Please refer to the Members Allownaces 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. Subsistance payments can only be made tax-free when the official duty is more than 5 hours duration and more tha 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: Tony King
ADDRESS 11 The Vale, Ilkeston

Vehicle Registration Number: [redacted]
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 subsistance 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 validMOT 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 u sistance expenses, or conference allowances, or specific attendance allowar th the duties indicated above.

Signature of Member: [redacted] **Date:** 7th Jun 2018

SUMMARY: (for office use only)			
Car Allowance:			
390	Miles at	£0.45	£175.50
0	Passenger miles at	£0.05	£0.00
Fares and other Authorised Payments			£0.00
Taxable Subsistance Allowance			£0.00
Non-Taxable Subsistance Allowance			£0.00
Carers Allowance			£0.00
	TOTAL AMOUNT DUE		£175.50

Calculations Checked MC
Calculations Verified
Authorised for Payment EMS

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	Pass enger Miles		Tax	Non Tax		
01/03/2018	Ilkeston	Ilkeston	10.00	15.00		County Hall	Elvaston Castle Briefing		38						
06/03/2018	Ilkeston	Ilkeston	8.00	17.00	9.15	County Hall	Strategic Cabinet		38						
					14.30	County Hall	DDL Board								
08/03/2018	Ilkeston	Ilkeston	12.00	16.00	13.00	Elvaston	Board meeting		20						
14/03/2018	Ilkeston	Ilkeston	8.00	17.00	12.30	County Hall	Budget subgroup		38						
					14.00	County Hall	Highways Review								
15/03/2018	Ilkeston	Ilkeston	10.30	16.30	12.00	County Hall	Strategic Cabinet		38						
					13.30	County Hall	Cabinet								
16/03/2018	Ilkeston	Ilkeston	8.30	15.00	10.00	County Hall	EDR cabco		38						
					10.30	County Hall	DDL Board								
19/03/2018	Ilkeston	Ilkeston	11.00	17.00	12.30	Notts C Hall	D2N2 ESIF		24						
21/03/2018	Ilkeston	Ilkeston	7.45	13.00	9.00	County Hall	Cabinet/CMT		38						
22/03/2018	Ilkeston	Ilkeston	8.00	17.30	9.00	County Hall	IIB Pre Mtg		38						
					15.00	County Hall	Cabinet Briefing								
23/03/2018	Ilkeston	Ilkeston	7.00	11.30	8.00	Derby Coll	DEP Board		21						
26/03/2018	Ilkeston	Ilkeston	16.00	19.00	17.00	Pride Park	D2N2/D2BSP Event		21						
29/03/2018	Ilkeston	Ilkeston	8.00	14.00	10.00	County Hall	IIB		38						
							TOTALS PAGE 1		390	0	£0.00	£0.00	£0.00	£0.00	