

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: 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 [redacted] are true and correct. Except as shown I have not made, or will not make any claim for, any other allowances, expenses, or conference allowances, or specific attendance allowances, or any other allowances, or specific attendance allowances, or any other allowances, or specific attendance allowances.

Signature of Member: [redacted]

Date: 5/3/18

MEMBER'S NAME: Tony King
ADDRESS: 11 The Vale, Ilkeston

Vehicle Registration Number: [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:			
417	Miles at	£0.45	£187.65 ✓
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			£187.65
Calculations Checked <i>mc</i>			
Calculations Verified <i>JG</i>			
Authorised for Payment <i>AW</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		
03/01/2018	Ilkeston	Ilkeston	7.45	14.00	9.00	County Hall	Cabinet CMT		38						
04/01/2018	Ilkeston	Ilkeston	9.00	14.00	11.45	County Hall	Adult Care Peer review		38						
08/01/2018	Ilkeston	Ilkeston	9.00	13.30	9.30	Elvaston Cast	Trust Mtg		18						
11/01/2018	Ilkeston	Ilkeston	10.00	16.00	12.30	County Hall	Cab Members		38						
					14.00	County Hall	Cabinet								
12/01/2018	Ilkeston	Ilkeston	7.45	18.00	9.00	County Hall	Toyota 20th Ann		38						
					10.30	County Hall	DDL Board								
					13.30	County Hall	Strategic Cabinet								
					15.00	County Hall	Derbys MPs								
17/01/2018	Ilkeston	Ilkeston	7.45	17.30	9.00	County Hall	Cabinet CMT		59						
					11.30	County Hall	Cabinet Brief								
					14.00	Markham Vale	Walking Miners Memorial								
18/01/2018	Ilkeston	Ilkeston	8.45	17.30	10.00	Clowne	Coalite Project Board		67						
					12.30	Clowne	EDR Brief								
					14.00	County Hall	Cabinet brief								
25/01/2018	Ilkeston	Ilkeston	9.30	18.00	11.30	County Hall	Strategic Cabinet		38						
					13.30	County Hall	Cabinet - Budget								
26/01/2018	Ilkeston	Ilkeston	7.45	16.00	9.00	County Hall	Derbys Economy		45						
					10.00	County Hall	Infrastructure & investment								
					13.00	Elvaston Cast	Elvaston Trustees								
30/01/2018	Ilkeston	Ilkeston	12.00	17.00	14.00	County Hall	Elvaston brief		38						
					15.00	County Hall	EDR brief								
TOTALS PAGE 1									417	0	£0.00	£0.00	£0.00	£0.00	