

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 the scheme for any other expenses, or conference allowances, or specific attendance allowances or other duties indicated above.

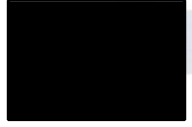
Signature of Member: _____



Date: 7th June 2018

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

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




Tick as appropriate	
I have a fuel VAT receipt which I have retained	<input type="checkbox"/>
I have attached a fuel VAT receipt to this claim	<input checked="" type="checkbox"/>
I do not have a fuel VAT receipt	<input type="checkbox"/>

SUMMARY: (for office use only)			
Car Allowance:			
377	Miles at	£0.45	£169.65
0	Passenger miles at	£0.05	£0.00
Fares and other Authorised Payments			£4.50
Taxable Subsistence Allowance			£0.00
Non-Taxable Subsistence Allowance			£0.00
Carers Allowance			£0.00
TOTAL AMOUNT DUE			£174.15
Calculations Checked <i>mc</i>			
Calculations Verified <i>JB</i>			
Authorised for Payment <i>EMS</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		
03/05/2018	Ilkeston	Ilkeston	10.30	16.30	14.00	County Hall	Cabinet Brief		38						
08/05/2018	Ilkeston	Ilkeston	9.00	17.00	11.00	County Hall	EDR Brief		38						
					12.30	County Hall	Phone call - RR								
					14.00	County Hall	Strategic Cabinet								
09/05/2018	Ilkeston	Ilkeston	8.00	16.00	13.30	County Hall	Cabco premeet		38						
11/05/2018	Ilkeston	Ilkeston	8.00	13.00	9.30	Elvaston	Elvaston Trustees		20						
15/05/2018	Ilkeston	Ilkeston	11.00	16.00	12.30	Markham Val	Photoshoot		57						
					13.30	County Hall	IIB Premeeting								
16/05/2018	Ilkeston	Ilkeston	7.30	18.00	9.00	County Hall	Cabinet/CMT		51	£4.50				Car Parking (Derby)	
					15.00	Derby TH	DEGF Investment board								
17/05/2018	Ilkeston	Ilkeston	11.00	16.30	13.00	County Hall	Elvaston Brief		38						
					13.30	County Hall	Cabinet								
18/05/2018	Ilkeston	Ilkeston	8.00	17.00	9.00	Long Eaton	EPL Board		59						
					14.00	County Hall	EDR Cabco								
30/05/2018	Ilkeston	Ilkeston	8.00	12.00	10.00	County Hall	ESB Premeet		38						
									377	0	£4.50	£0.00	£0.00	£0.00	


Derby City Council
 Assembly Rooms, Derby
Parking Receipt

Issued: 16/05/2018 17:45:11
 Machine Num: PM1
 VAT: GB127221991
 Tel: 01332 290674

Arrival Time: 16/05/18 14:37:28.000
 Duration: D:0 H:3 M:4
 Tendered Change
£20.00 **£15.50**
 Parking Fee: **£4.50**

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{78E7EA3-8708-4644-9919-D62DB8EDEFEE6}

52582Z 143514 72659Z 230609 00 74 51 * 1100 MCCS0374 832011.07S