

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 reverse of this form are true and correct. Except as shown I have not made, claimed or will not make any claim under this scheme for expenses, or conference allowances, or specific attendance allowance, or other allowances or duties indicated above.

Signature of Member:



Date:

5/3/18

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	
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:			
287	Miles at	£0.45	£129.15
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			£129.15 ✓
Calculations Checked <i>mc</i>			
Calculations Verified <i>JG</i>			
Authorised for Payment <i>MS</i>			

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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		
04/12/2017	Ilkeston	Ilkeston	8.30	14.30	10.30	County Hall	Cabinet CMT ✓		38						
06/12/2017	Ilkeston	Ilkeston	8.00	18.00	14.00	County Hall	Full Council ✓		38						
07/12/2017	Ilkeston	Ilkeston	8.00	17.30	9.00	County Hall	EDR Brief		38						
					11.00	County Hall	Scrutiny								
					13.30	County Hall	Cabinet ✓								
13/12/2017	Ilkeston	Ilkeston	7.45	14.00	9.00	County Hall	Cabinet CMT		38						
15/12/2017	Ilkeston	Ilkeston	8.15	15.00	9.30	County Hall	DDL Board		38						
18/12/2017	Ilkeston	Ilkeston	8.45	17.30	10.00	County Hall	EDR Cabco ✓		59						
					14.00	Markham Vale	Story Mine Project								
21/12/2017	Ilkeston	Ilkeston	7.45	16.00	9.00	County Hall	Adult Care Peer rev brief		38						
					10.00	County Hall	Infrastructure & Investment Bd								
					13.00	County Hall	EDR brief								
					14.00	County Hall	Cabinet brief								
TOTALS PAGE 1									287	0	£0.00	£0.00	£0.00	£0.00	