

Members' Allowances
Claim by Elected Member of Derbyshire County Council

CONTROLLED

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/councillors/members-allowances/members-allowances-scheme. For any queries on vehicle licensing and health standards you should refer to the DVLA website at www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency
4. Subsistence payments are only payable in exceptional circumstances
5. If you have any problems please contact the Technical Allowances Section in Room 137 or Ext 38717 - Mary Cundy or another member of the team

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 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 licence 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 Class B 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 have retained a VAT receipt for all mileage claims
7. I claim carers allowance only in order to perform approved duties
8. 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 and carers allowance in connection with the duties indicated above.

Signature of Member:

Tony King

Date:

6th Sept 2018

MEMBER'S NAME:

..... Tony King

Employee Number

7 1 0 6 0 4 4 0

ADDRESS

..... 11 The Vale

..... Ilkeston

..... DE7 8PG

Vehicle Registration Number:

..... YF64 GVU

Exact C.C.:

..... 1992

Fuel Type

Petrol

Diesel

LPG

Electric

Petrol Hybrid

Diesel Hybrid

Insurance Company:

..... Admiral

SUMMARY: (for office use only)

Car Allowance:

446 Miles at 0.45

0 Passenger miles at 0.05

Fares and other Authorised Payments

Subsistence Allowance

Carers Allowance

TOTAL AMOUNT DUE

Calculations Checked

Calculations Verified

Authorised for Payment

