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 [redacted] Except as shown I have not made, and will not make any claim u expenses, or conference allowances, or specific attendance allowar uties indicated above.

Signature of Member: [redacted] **Date:** 4th Dec 2017

SUMMARY: (for office use only)			
Car Allowance:			
303	Miles at	£0.45	£136.35
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		£136.35
Calculations Checked mc			
Calculations Verified Mdy			
Authorised for Payment BS			

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		
04/10/2017	Ilkeston	Ilkeston	10.00	16.00	13.00	County Hall	Employment & Skills Bd		38						
05/10/2017	Ilkeston	Ilkeston	9.30	17.30	13.30	County Hall	Cabinet		38						
09/10/2017	Ilkeston	Ilkeston	14.00	17.30	15.00	NEDDC	Avenue PCB		57						
12/10/2017	Ilkeston	Ilkeston	8.00	18.00	9.00	County Hall	IIB Premeet		56						
					11.00	BDC Clowne	Coalite PCB								
					14.00	County Hall	Cabinet brief								
16/10/2017	Ilkeston	Ilkeston	8.00	17.00	9.00	County Hall	EDR Brief		38						
					10.00	County Hall	Bolsover brief								
					13.00	County Hall	Energy Strategy meeting								
19/10/2017	Ilkeston	Ilkeston	8.30	19.00	10.00	County Hall	DDL - Duffield presentation		38						
					17.00	County Hall	China brief								
20/10/2017	Ilkeston	Ilkeston	9.00	15.00	11.30	County Hall	DDL Board		38						
							TOTALS PAGE 1		303	0	£0.00	£0.00	£0.00	£0.00	