

# C Members Allowances

## Guidance Notes

- This form should be used to claim carers allowance, mileage, fares, parking fees and subsistence allowance.
- Please complete at least monthly.
- 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](http://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](http://www.dvla.gov.uk)
- 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.
- If you have any problems please contact the Members Allowances Section in Room 207 or Ext 38717 - Mary Cundy

MEMBER'S NAME:  
ADDRESS


Tony King  
11 The Vale, Ilkeston

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



## CERTIFICATION BY MEMBER: I DECLARE THAT:-

- 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.
- I have actually paid the fares and made the other payments shown.
- The amounts claimed are strictly in accordance with the rates determined by the Council.
- 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.
- 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.
- I claim carers allowance only in order to perform approved duties
- 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 this scheme for travelling or subsistence expenses, or conference allowances, or specific attendance allowances or other allowances for duties indicated above.

Signature of Member: 

Date: 4 Dec 2017

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)	
<b>Car Allowance:</b>	
691 Miles at	£0.45
0 Passenger miles at	£0.05
	£310.95
	£0.00
Fares and other Authorised Payments	£3.50
Taxable Subsistence Allowance	£0.00
Non-Taxable Subsistence Allowance	£0.00
Carers Allowance	£0.00
<b>TOTAL AMOUNT DUE</b>	<b>£314.45</b>
Calculations Checked	<i>mc</i>
Calculations Verified	<i>Moly</i>
Authorised for Payment	<i>[Signature]</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		
05/09/2017	Ilkeston	Ilkeston	8.00	17.00	9.00	County Hall	IIB Premeeting		40						
					10.00	Chatsw'th Hal	DDL								
					14.00	County Hall	Trent Valley Vision								
06/09/2017	Ilkeston	Ilkeston	8.00	15.00	9.00	County Hall	Cabinet/CMT		38						
					10.30	County Hall	DDL Interviews								
07/09/2017	Ilkeston	Ilkeston	9.00	17.00	10.00	County Hall	IIB		60						
					14.00	Markham Vale	HS2 Ches'd & Staveley Del Bd								
08/09/2017	Ilkeston	Ilkeston	9.00	22.30	10.00	Various	Chinese visitors								
11/09/2017	Ilkeston	Ilkeston	11.30	15.00	13.00		Sheffield CR Comb. Auth		92						
13/09/2017	Ilkeston	Ilkeston	7.30	18.00	8.30	County Hall	Cabinet/CMT premeet		38						
					14.00	County Hall	Full council ✓								
14/09/2017	Ilkeston	Ilkeston	8.30	17.30	9.30	Elvaston Cas	Trustee meeting		55						
					11.30	County Hall	EDR Catch up								
					13.30	County Hall	Cabinet ✓								
19/09/2017	Ilkeston	Ilkeston	8.30	18.00	9.30	County Hall	Oxygen' briefing		105						
					11.00	County Hall	IIB Premeeting								
					14.00	Stafford	Staffs CC								
20/09/2017	Ilkeston	Ilkeston	8.30	17.00	9.00	Sandiacre	Erewash P'ship		49		£3.50				Parking
					12.30	County Hall	Elvaston Castle brief								
					13.00	County Hall	Employment & Skills Bd								
21/09/2017	Ilkeston	Ilkeston	10.00	18.00	11.00	Kirkby in A	ICA Mids & South		50						
					14.00	County Hall	Cabinet Brief								
					16.30	County Hall	China brief								
22/09/2017	Ilkeston	Ilkeston	13.30	17.30	14.30	County Hall	DDL Board		38						
27/09/2017	Ilkeston	Ilkeston	7.30	13.00	8.30	County Hall	Cabinet/CMT		38						
28/09/2017	Ilkeston	Ilkeston	8.00	14.00	10.00	County Hall	IIB		38						
29/09/2017	Ilkeston	Ilkeston	8.30	16.00	10.00	County Hall	EDR Cabco		50						
					13.00	Burnaston	Toyota mtg								
TOTALS PAGE 1									691	0	£3.50	£0.00	£0.00	£0.00	