

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 100 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 for, subsistence expenses, or conference allowances, or specific attendance allowances in the duties indicated above.

Signature of Member: _____

Date: _____

4/08/17

MEMBER'S NAME:
ADDRESS

Tony King
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:	
³²² 336 Miles at	£0.45
0 Passenger miles at	£0.05
	£151.20
	144.90 ✓
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	144.90 ✓
Calculations Checked	mc
Calculations Verified	JES
Authorised for Payment	[Signature]

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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	Subsistance		Carers Allowance	Notes
			Depart	Return	Time	Venue	Description		Miles	Passenger Miles		Tax	Non Tax		
07/06/2017	Ilkeston	Ilkeston	9.00	14.00	10.30	County Hall	Member development - pensions		40	32					
					11.30	County Hall	Derwent Valley Cycleway								
08/06/2017	Ilkeston	Ilkeston	10.00	17.30	12.30	County Hall	Communicationss Portfolio		40						
					15.00	Cromford Mill	Visit of Dr Sun Dali								
09/06/2017	Ilkeston	Ilkeston	11.30	17.00	14.00	County Hall	Cabinet		40						
15/06/2017	Ilkeston	Ilkeston	9.30	17.00	14.00	County Hall	Cabinet briefing		40						
16/06/2017	Ilkeston	Ilkeston	8.30	13.00	10.00	Glenfield	Transport for East Midlands		56						
28/06/2017	Ilkeston	Ilkeston	8.00	16.00	13.00	County Hall	Emp't & Skills Board briefing		40						
29/06/2017	Ilkeston	Ilkeston	9.00	17.30	14.00	County Hall	Cabinet		40						
30/06/2017	Ilkeston	Ilkeston	8.00	17.00	10.00	County Hall	Infrastructure & Inv Board		40						
					14.00	County Hall	Derbyshire Developments								
									22						
TOTALS PAGE 1									336	0	£0.00	£0.00	£0.00	£0.00	