TAMESIDE MBC
MEMBERS TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Name of Member	Mike Glover	**Employee Number**	[redacted]
Home Address	[redacted]	**Email Address**	[redacted]

PLEASE PRINT CLEARLY				SUBSISTENCE EXPENSES						TRAVEL EXPENSES						
										Cylinder Capacity of Vehicle 1500cc						
Date	**Particulars of Meeting**	**Place & Time of Departure**	**Place & Time of Return**	**Breakfast**	**Lunch**	**Evening Meal**	**Tea**	**Out of Pocket**	**Total Claimed £**	**Names of Passengers**	**Opening Miles**	**Closing Miles**	**Total Miles**	**Rate**	**Total Claimed £**	**Other** Car Park
26/11/18	Strategic Scrutiny Network Warrington	Dukinfield T.H 9:30	Dukinfield T.H 3:00pm							Paul Cadeliff Cllr Gillian Peet	2678	2738	60	45p	£27.	£2.50
				TOTAL						TOTAL						29.50

Use sticker on back to fix to windscreen

DATE 26/11/18 EXPIRY TIME 14:13 MO

ENTRY TIME 10:13 2.50 M/C IDENTITY 0001

FEE PAID

WARRINGTON BOROUGH COUNCIL
VAT Reg. No. 152 8471 60

1525736
NON TRANSFERABLE

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RECEIPTS MUST BE ATTACHED OTHERWISE THE CLAIM WILL NOT BE PAID

Does the claim relate to an outside body i.e. AGMA, PTA, AMA? Y/N Y

Claimants Declaration

I certify that the Travel & Expenditure Expenses of £ 29.50 claimed have necessarily been incurred and that these expenses have actually been paid by me in the performance of my official duties and I have attached all receipts to suppo[redacted]

Travel & Subsistence
Combined Total Claimed £ 29.50

Signature: [redacted] **Print Name:** MIKE GLOVER **Date:** 10/12/2018

Authorisation Declarations

I can confirm that the claimant is entitled to the expenses claimed in accordance with the Travel and Subsistence Policy.

Signature: (First Deputy (Performance & Finance)	[redacted]	Print Name: Cllr Bill Fairfoulah	Date: 9/1/19.
Signature: (Executive Director Finance)	[redacted]	Print Name: KATHY ROE	Date: 9/1/19

Guidance

Subsistence allowance is only payable when a Member is carrying out an Approved Duty and for conferences/seminars organised by the bodies to which the Council has appointed representatives, or which are included in the Standing List of Conferences approved annually by the Council, these will automatically be classed as an approved duty.

The claim should be for actual expenditure up to the maximum figures quoted below.

Payments will not be made without receipts and appropriate authorisation from the First Deputy (Performance & Finance) and the Executive Director of Finance/Borough Treasurer.

Allowance Rates	
Breakfast	£ 6.06
Lunch	£ 8.37
Evening Meal – standard Where an overnight stay is involved If overnight stay is in London LGA conference	£10.00 £20.00 £30.00 £30.00
Out of Pocket Expense (per overnight stay)	£ 5.00

Car Mileage Rates

	451 – 999cc	1000cc +
Per mile first 10,000 miles	45.0p	45.0p
Per mile after 10,000 miles	25.0p	25.0p

Creditors Coding Block – to enable a payment to be made

Supplier ID (Admin Use Only)		Invoice Ref (Admin Use Only)	
PLEASE MAKE SURE YOU ENTER THE CORRECT VAT CODE			
Cost Centre	Account Code	VAT	Gross Amount
Service Area:		Total:	

How Claims will be Paid

If the claim includes vatable items the claims will be paid by the Creditors Section.

If the claim has no vatable items the claim will be paid via the Payroll Section.

Either process will be paid as a BACS payment directly to your bank account.