TAMESIDE MBC

. EECL	Name of Member Home Address	COUNCILLO	MEMBERS I	RAVEL & SUB ROBINSON	L& SI	CBSIS	JESISTENCE EX		ENSES	MEMBERS TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM 2 PETER ROBINSON Employee Number	nber Apres		1 Sas	76	April (Oly Sul O) Haveside and L	
	PLEASE PRINT CLEARLY	TCLEARLY		0)	UBSI	SUBSISTENCE EXPENSES	iii EX	PENS	Sü		1	TRAVEL EXPENSES	XPEN	SES	Me Suk .	2
										Cylinder Capacity of Vehicle	packy	of Vehi	cle			
9	Particulars of Meeting	Place & Time of Departure	Place & Time of Return	Breaklest	the function of the function o	gninev∃ iaal#	жет	Out of Focket	Total Claimed	Names of Passengers	gnineqO sellM	Closing	letoT seliW	etsA	Total Claimed	redic
27/10/1	27/10/15 Committee Exec	1.00 gm 1.00 pm	1.00 pin						£221.00							
27110	271018 Report Annous	7.00an	1.copm							~						
				TOTAL	4					TOTAL			ST	22	6221.00	
RECE	RECEIPTS MUST BE ATTACHED OTHERWISE THE CLAIM WILL NOT B	ytherwise the	CLAIM WILL NO	T BE PAID	QJ										<u> </u>	
Does t	Does the claim relate to an outside body i.e. AGMA, PTA, AMA?	body i.e. AGMA,	PTA, AMA?			Y.N.	_									
l certify	Claimants Declaration (certify that the Travel & Expenditure Expenses of $\underline{c221.00}$ claimed	Claim: ure Expenses of	Claimants Declaration ises of £221.00 claimed	ion ned hav	1909U	sarify b	een Inc	umed a	have necessarily been incurred and that		T Ta		ubsist	ence	posistence CO	
these t	these expenses have actually been paid by me in the performance of my official duties and I have attached all receipts to support hy claim.	n paid by me in th	ne performance (of my off	Telal de	rttes an	d I have	attach	le per	Combined Total Claimed		ਜ਼ ਭ ਵ	-1	·	2	ļ
Signature	ture:				P	Print Name:		320	COUNCILLOR	PETER ROBINSON	NSZIP			Date:	Date: 28/10/15	S

Authorisation Declarations

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

Guidance

Subsistence allowance is only payable when a Riember 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.

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	S 6.06	£ 8.37	\$10.00	£20,00	530,00	20.00	6 5.00		16	451 999c				
s)							1		Rate	451 -	46.9p	13.7p	9.406	1.567p
Allowance Rates	Breakfast	Lunch	Evening Meal - standard	Where an overnight stay is involved	If overnight stay is in London	LGA conference	Out of Pocket Expense (per overnight	stay)	Car Mileage Rates		Per mile first 8,500 miles	Per mile after 8,500 miles	Petrol Element	VAT per mile in petrol element

K—to enable a payment to e Only) MAKE SURE YOU ENTER T Account Code	it to be made Invoice Ref (Admin Use Only)	HE CORRECT VAT CODE VAY General Amounts				10
	Creditors Coding Block – to enable a payment to be made Supplier ID (Admin Use Only)	PLEASE MAKE SURE YOU ENTER THE CORRECT VAT CODE				Total

How Claims will be Paid

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

if the cialm has no vatable fems the cialm will be paid via the Payroll Section.

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

TAMESIDE METROPOLITAN MOROUGH OFFICIES CLAIM FOR TRAVELING AND SUBSISTENCE ALLOWANCES FOR JOURNEYS QUISIDE THE TAMESIDE BLB. AREA TAMESCIE OFFICERS CLAIM FOR TRA WANTER COMMUNION PECCENT FORMISCUA

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1	Place Journey Started							1	<u> </u>							
NAME COMMUNICA (ECCL ROGULSON)	Place and Particulary of Official Day for which Expenses are being Claimed	THE MAN CONTRACTOR							NOTH IT A mileage allowance is heing obstract class the products on volicit the class is made (and prote 4 creatests). Classes about it is medic on the Car Allowance Class Form.							
NAME: (O		456 (S							More of a re on which th be made on							

Senior Railcard



214472

16th June 2015

Dear Mr P robinson

Please find attached your new Senior Relicard, which has been bought on your behalf. Your Relicard will give you some fentastic savings on rail journeys across Great Britain. You could even save the cost of your Relicard on your first journey.

Your new Railcard also gives you the opportunity to take advantage of our fabulous partner offers from companies such as Gournet Society and Warner Lelaure hotels.

If you need to alter your contact details, mailing preferences or renew your Relicard, you can log in to your Relicard account at www.senior-relicard.co.uk. To make things easier we've put the terms and conditions of using your Relicard on the back of this letter.

All you need to do now is sign your new Railcard, then just go online and plan your next trip. Where will your Railcard take you?

Happy travelling!

The Rescard Team

VAT No : 809 3820 31 Order date: 18th June 2015

 Net
 VAT
 Gross

 1 x Railcard
 £70.00
 £0.00
 £70.00

 Skd 1st Class
 £0.00
 £0.00
 £0.00

Total

£70.00 £0.00 £70.00

Relicards, PO Sex 11838 Laurenceisir AB30 BAJ



For exclusive Railcard holder special offers visit www.septer-railcard.co.uk/grombers





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senior-railcard.co.uk

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