

TAMESIDE MBC MEMBERS TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Name of Member	CLL LYNN TRAVIS	Employee Number	██████████
Home Address	██████████	Email Address	██████████

SUBSISTENCE EXPENSES

TRAVEL EXPENSES



Date	Particulars of Meeting	Place & Time of Departure	Place & Time of Return	Cylinder Capacity of Vehicle												
				Breakfast	Lunch	Evening Meal	Taxi	Out of Pocket	Total Claimed £	Names of Passengers	Opening Miles	Closing Miles	Total Miles	Rate	Total Claimed £	Other
22/16	WGA Community Learning Board Meeting Latham	Solybridge to MARRAGES														
				TOTAL						£2.60						
				TOTAL						£2.06						

RECEPTS 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		Claimants Declaration	
I certify that the Travel & Expenditure Expenses of £ <u> </u> 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 support my claim.		Combined Total Claimed £ <u> </u> Travel & Subsistence	
Signature: ██████████		Print Name: CLL LYNN TRAVIS	
		Date:	

Authorization 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)) 	Print Name: CWIL BILL FAIRFOULL	Date: 7/3/18
Signature: (Executive Director Finance) 	Print Name: TOM WILKINSON	Date:

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 authorization from the First Deputy (Performance & Finance) and the Executive Director of Finance/Borough Treasurer.

Allowance Rates	£
Breakfast	£ 8.06
Lunch	£ 8.37
Evening Meal - standard	£10.00
Where an overnight stay is involved	£20.00
If overnight stay is in London	£30.00
LGA conference	£30.00
Out of Pocket Expenses (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 variable items the claims will be paid by the Creditors Section.

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

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

02-01-2018 12:00 PM



Adult Standard Class
with Senior Railcard

Valid for one journey
from Stalybridge
to Manchester (Central Zone)
21-FY-18
Date of travel

FAVOURITE ONE JOURNEY

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