

Authorisation Declarations

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

Signature: (First Deputy (Performance & Finance))	Print Name: Mr BILL FAIRFOULL	Date: 7/3/18
Signature: (Executive Director Finance)	Print Name: TOM WILKINSON	Date:

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	£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 Expense (per overnight stay)	£ 5.00
Car Mileage Rates	
451 - 800cc	1000cc +
Per mile first 10,000 miles	45.0p
Per mile after 10,000 miles	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.


SINGLE
 WIGAN STATIONS * ANY PERMITTED *
 To: MOSSLEY MANOR * 23-FBY-18 *
 From: SNR
 Valid until: 23-FBY-18
 Start date: 23-FBY-18
 Hour: ONE
 Child: NIL
 Price: £4.80M
 27152298330
 SGL

