

**TAMESIDE MBC
MEMBERS TRAVEL & SUBSISTENCE EXPENSES CLAIMFORM**

Name of Member: CLL LYNN TRAVIS
 Home Address: [REDACTED]
 Employee Number: [REDACTED]
 Email Address: [REDACTED]

PLEASE PRINT CLEARLY

		SUBSISTENCE EXPENSES							TRAVEL EXPENSES							
Date	Particulars of Meeting	Place & Time of Departure	Place & Time of Return	Breakfast	Lunch	Evening Meal	Tea	Oil & Focul	Total Claimed £	Names of Passengers	Opening Miles	Closing Miles	Total Miles	Rate	Total Claimed £	Other
21/2/18	LGA Communitary working board London		Exeter to Accadilly M/C						£56.70							
	Delay in meeting resulted in missing scheduled train															
	Lost relates to purchase of return ticket using concession pass.															
TOTAL										TOTAL						
										£56.70						

RECEIPTS MUST BE ATTACHED OTHERWISE THE CLAIM WILL NOT BE PAD

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

Claimants Declaration

I certify that the Travel & Expenditure Expenses of £56.70 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.

Signature: [REDACTED] Print Name: CLL LYNN TRAVIS Date: _____

Travel & Subsistence
 Combined Total Claimed £56.70

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: CUR BILL FAIRFOUL	Date: 1/3/18
Signature: (Executive Director Finance)	[REDACTED]	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	£ 6.06
Breakfast	£ 8.37
Lunch	£10.00
Evening Meal - standard	£20.00
Where an overnight stay is involved	£30.00
If overnight stay is in London	£20.00
LGA conference	£ 6.00
Out of Pocket Expense (per overnight stay)	
Car Mileage Rates	
481 - 999cc	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
XD 000 100			£54.70
Service Area:			Total:
			£56.70

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.

Class	Ticket type	Adult	Child	Price
STD	OFF-PEAK S	ONE	NIL	SGL
SNR	Start Date	Number		
	21-FBY-18	11198		5403911101
From	Valid until	Price		
LONDON TERMINALS	21-FBY-18	£56-70X		
To	Route	Validity		
MANCHESTER STNS	ANY PERMITTED	ON DATE ORDER		

SINGLE

Printed 14:28 on 21-FBY-18

Please debit my account

*****NOT VALID FOR TRAVEL*****
Please retain for your records

Transaction No.: 12120
Window Number: 01
Machine Number: 5403
Terminal ID: ****0473
Issuing NLC: 9111
Issuing Office: EUSTON
Description: 1 RAIL TICKET

Total Value: £56-70

Sequence Num: 01
Merchant ID: ****92861
Auth code: 85737

Card No. (PAN): [REDACTED]
AID: [REDACTED]
VISA DEBIT

Virgin Smart
DEBIT/CREDIT CARD SALES VOUCHER
CARDHOLDER'S COPY



VAT Registration No. 672-8590-95
Printed 14:28 on 21-FBY-18

Transaction No.: 11198
Window Number: 01
Machine Number: 5403

Issuing NLC: 9111

Issuing Office: EUSTON
Description: 1 RAIL TICKET 11198

AMOUNT: £56-70

Payment Method: X

Virgin Smart
RECEIPT



