

CLAIM FOR COUNCILLORS' ALLOWANCES



Claims must be made within three months of the date the duty was carried out

Name: **ALASTAIR ADAMS**

Pay Number: [REDACTED]

Date	Description of Duty	Location of Duty	Place & Time of Departure		Place & Time of Return		Mode of Transport	Travelling		Subsistence		Carers Allowance		
			Place	Time	Place	Time		Private Vehicle Miles	Fares, Parking, Etc.		£	p	£	p
									£	p				
4/5/13	Sign declaration of acceptance	County Hall	Home	9.30	Home	2pm	Car	48						
8/5/13	Training - Resources / financial	"	"	9.00	Home	1pm	Car	48						
9/5/13	Training - Children's / adult services	"	"	9.00	Home	1pm	Car	48						
16/5/13	Training - OTS	"	"	10.00	Home	3pm	Car	48						
17/5/13	End of Y1 reception	"	"	6.00	Home	11pm	Car	48						
31/5/13	admin / OTS meetings (training)	"	"	9.00	Home	2pm	Car	48						
								288						

Make & Model of Private Vehicle Used: [REDACTED]

CO² Emissions: **Band 3**
176g/km +

TOTALS
Rate per mile: 36 p £

I DECLARE that:-
 (a) This claim is a correct record of my expenditure on travelling and subsistence, I have necessarily incurred for the purpose of enabling me to perform approved duties as a Councillor of Worcestershire County Council and have not previously claimed and will not subsequently claim from the Council or any other body in respect of the incurred expenditure.
 (b) Where subsistence allowances are claimed I have necessarily been on an approved duty for at least 6 hours out of county outside a 50 mile radius of the County Hall Campus.
 (c) I have a current driving licence and motor insurance, which permits the use of the vehicle for business
 (d) I understand that I must retain all receipts for 6 years and be able to produce them as evidence, if required, I am aware disciplinary action may be taken should I enter a false claim as outlined in the Code of Conduct.
 (e) I am aware that any change of personal circumstances involving change of address and/or change of vehicle may affect these allowances and any changes should be notified.
 (f) I am not entitled to receive remuneration in respect of the above duties to which the claim relates, other than under the Council's current scheme for the payment of allowances.

£103.68

FOR OFFICE USE ONLY
 Total amount Claimed: £ 103.68 Rm

Attendances verified and claim certified for payment

Signature: [REDACTED]

Date: **30/5/13**

[REDACTED]
 Certifying Officer