



Councillors' Expenses Form

Councillors are permitted to claim authorised expenses incurred in their work against receipts.

Notes:

- a) Claims may only be submitted for expenses incurred on essential Parish Council business.
- b) Subsistence may be claimed only if expenditure has been incurred. Full receipts (not credit card receipts) will be required to support your claim.
- c) The statement of allowances in no way affects the right of the claimant to choose the mode of transport, board or lodging.
- d) Original receipts should be used, unless it is not possible to do so.
- e) Claims should be made within two months of expenditure.
- f) If a car is used it must be insured whilst carrying out Parish Council business.

Submission of Claim:

Claims should be submitted to the Clerk to the Council. Claims in excess of £20 will require the counter signature of the Chair or Deputy-Chair.

Rates of Travel Allowance:

- a) Travel within 100 miles of Saughall by private car at the rate of 22p per mile, OR
- b) All travel in excess of 50 miles at public transport rates (bus and 2nd class rail fares).

Subsistence: Lunch £6.00 Evening Meal £8.50 Per Night (bed & breakfast) £74.00 (London £85.00)

Name: _____ Date: _____

Date incurred	Reason for Expenditure	Total
TOTAL		

I certify that the whole of this claim relates to expenses incurred on Parish Council business only.

Signature: _____

Counter-Signature: _____