

TAVISTOCK TOWN COUNCIL

NDP STEERING GROUP MEMBER TRAVELLING ALLOWANCE/SUBSISTENCE EXPENSES – CLAIM FORM

Vehicle Type

Month to which Claim relates

Date	Details of route, include start and finish points & times.	Mileometer reading - Start	Mileometer reading - Finish	Description of approved duties including authorizing Steering Group Minute No	Council business miles (45p per mile) Record name of passenger(s) and applicable mileage if passenger rate (5p) is claimed	Fares, tolls, parking charges etc (attach receipts)	Subsistence allowance claimed (attach receipts)
TOTALS							

I hereby certify that I have necessarily incurred the above expenses which are claimed subject to the terms of the Tavistock Town Council NDP Steering Group Travelling and Subsistence Expenses Policy

Name (BLOCK CAPITALS)

Signature

Date

<i>For Office Use Only</i>	
<i>Checked by Project Manager</i>	
<i>Certified by</i>	