

COUNCILLOR
 REF.NO.
 CAR REG: CC

STOCKTON-ON-TEES BOROUGH COUNCIL

Claim for Attendance, Travel and Subsistence Allowances

(Please see separate sheet for Carers Allowance)

Attendance Confirmed	Passed for Payment

Date	Place & Time of Departure	Destination	Place & Time of Return	Description of Approved Duties	Attendance Allowance Claimed		Mode & Class of Travel	Fares & Other Authorised Payments		Miles Travelled by own vehicle		Total Travelling Allowance Claimed		Subsistence Allowance Claimed	
					£	p		£	p	Miles	Rate	£	p	£	p

BASIC ALLOWANCE	WEEKS AT £			Total Other Payments		Total Miles	Total
SPECIAL RESPONSIBILITY ALLOWANCE	WEEKS AT £						

BANK & BRANCH OR ADDRESS TO WHICH CHEQUE SHOULD BE SENT

GROSS ALLOWANCES				
LESS TAX	£	p		
NIC				

Gross Subsistence Allowance			
Less: Appropriate amount claimed in respect of meals free of charge			
Subsistence Allowance Claimed			

RECEIVED from the COUNCIL the sum of
 Pounds
 Pence
 Signature

£ : Date:

OFFICE USE ONLY		£	P
NET Allowance Claimed			
Public Travel			
Car Travel Claimedmiles @p			
Subsistence Allowance Claimed			
TOTAL CLAIMED			
LESS OTHER DEDUCTIONS			
AMOUNT TO BE PAID			

Local Government Act 1972 and Subsequent Regulations

I DECLARE that the statements above are correct.
 I claim attendance allowance and DECLARE that I have actually and necessarily incurred expenditure on travelling and subsistence for the performance of approved duties as a Member of the Council. Except as shown above, I have not made, and will not make, any other claim under any enactment for such expenses in connection with duties indicated above nor for any other duty performed within the relevant period of 24 hours.

Signature Date

S	CREDITOR CODE	SCON	SUPPLIERS INVOICE REF:	BATCH POSITION	PRIOR YEAR (Y)
	VAT ANALYSIS	NET	CR	VAT	CR
	5. STANDARD 17½%				
	2. EXEMPT				
	3. OUTSIDE SCOPE				
	0. ZERO				
INVOICE TOTAL AMOUNT					

NOTE:
VAT errors of more than 2% will be returned to the department

CHEQUE NO.	VAT CHECK DIGITS		FURTHER NARRATIVE				
Urgent payments only	ENTER LAST 2 DIGITS OF VAT REGISTRATION IF NUMBER MISSING ENTER XX						
OBJ	SUBJ	NET AMOUNT	CR	VAT TYP	ANALYSIS CODE	ORDER/LINE No.	S
80017	4051			3		S R A	
80017	4087			3		B A S I C	
80017	4085			3		A T T / S U B S	
70014	H004		X	3		T A X	
70015	H004		X	3		N A T I N E E S	
80017	4086			3		N A T I N E R S	
70016	H004		X	3		N A T I N E R S	
70018	H004		X	3		L A B G F	
80017	3011			3		T R A I N	
80017	3010			3		B U S	
80017	3013			5		N E T P E T R O L	
80017	3013			3		P E T R O L	
70021	H004			3		T I A	
70022	4080			5		B R O A D B A N D	
40067	H004		X	3		P E N S I O N E E S	
40068	H004		X	3		P E N S I O N E R S	
80017	1060			3		P E N S I O N E R S	
80017	4048			3		T E L	
80017	4088			3		C A R E R S	

DETAILS OF PASSENGERS

Date	Meeting	Passenger(s)