

COUNCILLORS TRAVEL AND SUBSISTENCE CLAIM FORM

Please send completed form to: Democratic Services (democratic@reigate-banstead.gov.uk)

Councillor:

Claim for the month (eg. Dec 2021)

Travel and subsistence claim (except mileage) – PLEASE PROVIDE RELEVANT RECEIPTS						
Please include a description of the meeting/event and any relevant details relating to your claim (for example, accommodation/meal/carer)						
Date	Description of approved duties	Travel description (eg. train)	Travel value	Subsistence description	Subsistence value	Carer's allowance (hrs rounded to the nearest 15 minutes)
			£		£	hours
			£		£	hours
			£		£	hours
			£		£	hours
			£		£	hours
			£		£	hours
			£		£	hours
			TOTAL: £		TOTAL: £	TOTAL: hours

Please see the [Member Allowances Scheme](#) for further information.

Declaration: I claim travelling and subsistence allowance for the performance of approved duties as a member of Reigate & Banstead Borough Council. I declare that the statements above are correct. Except as shown, I have not made and will not make any claim under any other enactment for travelling or subsistence expenses or allowances in connection with the duties indicated above.

Claim date

Signature

Claim checked by:
Date: