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

Councillor: ............................................................... Claim for the month (eg. Dec 2021) ...........................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mileage claim** | | | | |
| Date of travel | Description of approved duties (Please include a description of the meeting/event) | Number of miles | Car / Bike / Motorcycle | No. of passengers |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  | **TOTAL:** |  |  |

Please see the [Member Allowances Scheme](https://reigate-banstead.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD264&ID=264&RPID=3557170) 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 .............................................................**