

COUNCILLORS MILEAGE CLAIM FORM

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
		TOTAL:		

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: