

APPLICATION FORM – travel and subsistence allowances

Please send completed form(s) to: DEMOCRATIC SERVICES (democratic@reigate-banstead.gov.uk)

Councillor:

Claim for the month of 20 /

Date	Description of approved duties	(1) Mode of travel	(2) No. of miles	(3) No. of pax	(4) Sub-total	(5) Subsistence	(6) Carer's allowance	(7) Total
					£	+£	+£	= £
					£	+£	+£	= £
					£	+£	+£	= £
					£	+£	+£	= £
					£	+£	+£	= £
					£	+£	+£	= £
					£	+£	+£	= £
					£	+£	+£	= £

(1) Car, cycle, bus, train or other. (2) Car mileage rate is 45p/mile plus 10p/mile for first passenger and 6p/mile for additional passengers.

(3) Passengers entitled to a travel allowance. (4) For car, please multiply no. of miles x 45p + allowance for any passengers. For bus or train, please state amount and attach receipts. (7) Total of columns (4),(5) and (6).

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.

Date

Signature

Claim checked by:
Date: