MEMBERS ALLOWANCE CLAIM FORM

WYCHAVON DISTRICT COUNCIL
good services, good value

For the Month of MAY 2011

Name ALASTAIR ADAMS

DUTIES			ALLOWANCE CLAIMED			
Date	Description	Place	Place & Time of Departure	Place & Time of Return	Return Car Mileage	Fares & Other Payments/ Subsistence
6/5						
7/5	Sign acceptance of office	Civic Centre Pershore	Home 10am		36	
12/5	General Introductory Sessions	Civic Centre Pershore	Home - 5.30pm		36	
~~14/5~~	~~Group meeting~~	~~Civic Centre Pershore~~	~~Home - 5pm~~			
17/5	Council meeting	Civic Centre Pershore	Home - 5.15pm		36	
18/5	Planning Training County Hall - Worcester	County Hall Worcester	Home - 9.30am		50	
24/5	Planning Training	Civic Centre Pershore	Home - 6.30pm		36	
					194	£

The front of this claim form will be available for members of the public to view

NB: PLEASE COMPLETE AND SIGN THE DECLARATION OVERLEAF

CURRENT ADDRESS

[redacted]

I claim allowances for the performance of approved duties as a member of **WYCHAVON DISTRICT COUNCIL**, details of which are given overleaf.

I declare that:

a) I have necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a members of **WYCHAVON DISTRICT COUNCIL.**

b) I have actually paid the fares and made other payments as shown in the column overleaf.

c) The amounts claimed are strictly in accordance with the rates approved by **WYCHAVON DISTRICT COUNCIL.**

d) I have not made, and will not make, any other claim under any enactment for Attendance in connection with the duties detailed overleaf.

e) Where car mileage has been claimed -

The particulars of my vehicle are

Make/Model: [redacted]

Reg No: [redacted] CC [redacted]

It has resulted in substantial saving of my time

It was in the interests of **WYCHAVON DISTRICT COUNCIL**

It was otherwise reasonable

(PLEASE COMPLETE ALL COLUMNS ON THE FRONT OF THIS FORM)

DATE [redacted]

SIGNATURE [redacted]

PAYROLL	
Input	
Checked	