ELECTED MEMBER OF THE COUNTY COUNCIL - CLAIM FOR ALLOWANCES
IN RESPECT OF TRAVELLING & SUBSISTENCE

PAYROLL REFERENCE NUMBER [MUST BE COMPLETED]

002 049 134410

Title Mr Initials JD

Surname Jenkins

DETAILS OF VEHICLE (COMPLETE ALL BOXES)

Reg No: AF56 XOV

C.C.	Make	Model
1900	Skoda	Octavia

PERIOD OF CLAIM

01/11/2008 to 30/11/2008

Date	Place & time of Departure		Place & time of return		Location of meeting / approved duty	Time of Mtg	Description of meeting attended or other approved duty	No. of Miles	Pass-engers No of Miles	Fares & Car Parking £	Subsistence Shire Hall Site £	Subsistence Other £
	Place	Time	Place	Time								
03-Nov	Histon	0830	Histon	1030	Shire Hall	0900	officer meeting: Gordon Jeyes	8.0				
04-Nov	Histon	0930	Histon	1230	Shire Hall	1000	cabinet	8.0				
25-Nov	Histon	1200	Histon	1400	Shire Hall	1230	CCC pre-meeting	8.0				
27-Nov	Histon	1000	Histon	1200	Shire Hall	1030	officer meeting: Mark Lloyd	8.0				
28-Nov	Histon	1030	Histon	1230	Shire Hall	1100	officer meeting: Stephen Moir	8.0				
							TOTALS	40.0	0.0	£ -	£ -	£ -

Claims to be completed and submitted to the Members' Services Unit by the 1st day of each month.

Payment will be made at the end of the same month.

Mileage £ 16.00 Passenger £0.00

Please ensure that you date and sign your claim or verify by e-mail if sending electronically as an attachment. Please refer to Worksheet 4 - Declaration for e-mail

I am using my own broadband connection to access my County Council e-mails and the Council's internal information site and wish to claim the Broadband Allowance [Maximum £10 per month] for the following months:	Please sign in the box to the right to confirm the use of own connection or verify by e-mail if sending electronically as an attachment.	Signature:

Month/s:	Nov 08		Total Claimed	£10