

**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. 1900 Make Skoda Model Octavia
PERIOD OF CLAIM
01/11/2009 30/11/2009

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	Passengers No of Miles	Fares & Car Parking £	Subsistence	
	Place	Time	Place	Time							Shire Hall Site £	Other £
06-Nov	Histon	1230	Histon	1700	Shire Hall	1300	policy planning	8.0				
20-Nov	Histon	1000	Histon	1200	Shire Hall	1030	office meeting: Mark Lloyd	8.0				
24-Nov	Histon	0930	Histon	1330	Shire Hall	1000	Cabinet; CCC preview meeting	8.0				
27-Nov	Histon	0930	Histon	1700	Shire Hall	1400	Members' seminar	8.0				
TOTALS								32.0	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 £ 12.80 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: November 2009 Total Claimed £10