# Stafford Borough Council - Members’ Claim For Allowances

In order for claims to be processed, forms must be submitted with a copy of relevant fuel receipts, public transport receipts, taxi receipts or car parking tickets.

Any Member making false, fraudulent or unnecessary claims may be in breach of the Code of Conduct for Members

Please return this form when completed by email to [democraticservices@staffordbc.gov.uk](mailto:democraticservices@staffordbc.gov.uk)

**Name:**       **Period Claimed:**

**Vehicle Registration:**       **Vehicle CC:**

## Section A - Duties where mileage may be claimed

| **Date** | **Duties**  **(e.g. Meeting / Event attended)** | **Capacity**  **(e.g. Committee Member, Ward Rep, Council Rep)** | Venue | **Miles Travelled** |
| --- | --- | --- | --- | --- |
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| **Total** | | | |  |

|  |  |
| --- | --- |
| Certified Correct       Head of Law and Administration | |
| For use by Head of Human Resources |  |

## Section B - Fares and car parking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Duties and Location** | **Capacity** | **Transport Means** | **Cost (£)** |
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|  |  |  |  |  |
| **Total** | | | |  |

## Section C - Duties where subsistence may be claimed

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| --- | --- | --- | --- | --- | --- |
| Date | Duties | **Subsistence Claimed**  **(Breakfast, lunch, tea or evening meal)** | Time of | | **Allowance Claimed**  **(£)** |
| Departure | Return |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Total | | | | |  |

## Section D - Carers allowance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Duties | Time of | | **Allowance Claimed**  **(£)** |
| Departure | Return |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total | | | |  |

1 Name

2 Address

## Declaration

3 I declare that I have actually and necessarily-

(a) incurred expenditure on travelling and subsistence, and or:

(b) incurred additional expenses, other than expense on account of (a) above

for the purpose of enabling me to perform approved duties as a Member of the Stafford Borough Council, and that the amount claimed is strictly in accordance with rates determined by the Council and that the actual amount of my loss under (b) above is not less than the sum claimed.

I declare that the statements above are correct, and that I have not made, and will not make, any other claim for travelling or subsistence expenses or allowances in connection with the duties indicated overleaf.

Date       Signature

## Guidance for Members on Completing Claim for Allowances

Duties attracting travel and subsistence allowances:-

1 Attending a meeting of the Council, the Cabinet and any Committee, Sub-Committee or Joint Committee of the Council as a Member or as a Visiting Member under the Council Procedure Rules

2 Attending a meeting at the request of the Council, the Executive, a Committee or Sub-Committee of the Council or an Officer of the Council

3 Attending briefings in any capacity for which a special responsibility allowance is paid

4 Attendance at conferences as approved by the Council

5 Attendance at meetings of other bodies as the Council’s appointed representative

## Important Notes when completing a claim form

1 When claiming for mileage a VAT receipt for the purchase of petrol must be submitted or reimbursement will not be made.

2 When claiming for train, taxi or bus fares, tickets/receipts must be obtained, retained and submitted in all circumstances or reimbursement will not be made

3 Any claims for subsistence must be accompanied by appropriate receipts or the claim will be rejected

4 Members should indicate in what capacity they attended the meeting

5 Claims for travel and subsistence and dependent’s carers’ allowances must be made WITHIN 2 MONTHS of the date of the event giving rise to the claim

## Members may not claim for

1 Attendance at committee meetings of which they are not a member if they did not speak at the meeting

2 Attendance at meetings/events on local issues, “**which have not been arranged by the council**” and which they attend as ward representatives

3 ‘Shadowing’ Cabinet Members or Committee Chairmen at briefings

## Travelling Allowances

For approved journeys a Member may travel by train or use their car. If they travel by train, second class rail fare will be paid (see note below), but where they use their car the allowance paid will not exceed the appropriate rail fare. The allowances for the use of a Member’s own private vehicle are as follows:-

**Vehicle** 52.2p per mile

**Bicycle** 20p per mile

**Note:** As a general principle Members should use standard class public transport services to travel unless it is impractical to do so or other means of transport are more economical. Advantage should be taken of any discounted fares or special offers. Members travelling by rail should obtain tickets through the Head of Law and Administration.

## Subsistence Rates

The official scales of subsistence allowance are as follows:-

#### Day Subsistence

(a) Breakfast allowance (away from normal place of residence (npr) before 7am and not returning before 11am) £7.50;

(b) Lunch allowance (more than 4 hours away from npr including the lunch time between 11am and 3pm) £10.00;

(c) Dinner allowance (away from npr before 5pm and not returning until after 8pm) £17.50.

### Overnight Subsistence

The rate for an absence overnight from the normal place of residence is £100.00. For such an absence in London, or for attending one of the approved conferences, the rate is £120.00.

## Carers Allowance

The cost incurred up to a maximum of £9.50 per hour payable in respect of arranging for the care of children or other dependents necessarily incurred in attending meetings or performing duties which qualify for travel and subsistence allowances.