MEMBERS SUBSISTENCE AND TRAVELLING EXPENSES CLAIM FORM															
Name: Method of Travel:						Month: Year:									
(Bicycle/Bus/Car/Motorcycle/Taxi/Train) If travelling by car please enter cc of vehicle Fuel: Petrol/Diesel/Gas)															
Date	Meeting attended in the course of approved duties	Location	Hours Attended			Subsistence		Start Location	Trav	elling Ex	elling Expenses			Toll/ Parking/ Garage/ Receipt required	
			Start	Finish	Total	£	p		Total Mileage	Rate	£	р	£	р	

When stating your start and finish times these should refer to the time you would normally leave to be at the approved duty and the time you return home. To claim reimbursement of bus/taxi/train fares, all receipts must be attached to this claim form.

I declare that I have attended the above and I have incurred expenditure on travelling and subsistence for the purpose of enabling me to perform these duties as a Member of Maidstone Borough Council

I declare the above statement to be true and correct. Signed:

Date:

## PLEASE RETURN THIS FORM TO THE DEMOCRATIC SERVICES SECTION WITHIN TWO MONTHS OF THE APPROVED DUTY FOR WHICH YOU ARE CLAIMING AND BY NO LATER THAN NOON ON THE 9<sup>th</sup> OF EACH MONTH