

Tur Langton Parish Council

Expenses Claim Form

This form is to be completed electronically and then printed off to be signed and submitted to the clerk.

Name: Alison Gibson

Please confirm your position in the council: Clerk

Please indicate which sections you are completing:

Part 1 <input checked="" type="checkbox"/>	Part 2 <input checked="" type="checkbox"/>	Part 3 <input type="checkbox"/>	Part 4 <input type="checkbox"/>
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Part A Travelling

- 1. Mileage** - Please enter details of the travel you are claiming for here. Mileage should be taken from AA Route Planner (<http://www.theaa.com/route-planner/index.jsp>) and accompanied by a print out. Where prior approval was agreed at a Parish Council meeting enter the date in the last column, otherwise leave blank.

Date of travel	Description of travel	Miles	£ per mile	Total £	Approval date
31/07/2015	Local Plan Options Coffee Time HDC Offices LE16 7AG (return)	22	£0.45	£9.90	Click here to enter a date.
10/09/2015	Openness and Accountability Training Anstey PC LE7 7AY (return)	29	£0.45	£13.05	Click here to enter a date.
11/09/2015	Local Plan Option / NP meeting HDC offices LE16 7AG	22	£0.45	£9.90	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	£0.45	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	£0.45	Click here to enter text.	Click here to enter a date.
Total	Enter the total mileage claim here:			£32.85	

- 2. Associated Travel Expenses** – for example parking. Please submit receipt with your claim. Where prior approval was agreed at a Parish Council meeting please enter the date in the last column otherwise leave blank.

Date of travel	Description of travel	Amount £	Approval date
11/09/2015	Car parking to attend meeting at HDC	£1.00	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Total	Enter total claimed for here		£1.00

Part B Other expenses

- 3. Telephone calls.** All claims for telephone expenses must be supported by an itemised bill clearly identifying the rental/calls that make up the amount claimed. The clerk will normally use the Council's dedicated mobile phone for calls and will only use her private landline in exceptional circumstances. (Item 1e of the Council's Travel and Expenses Policy refers)

Date of call	Reason for call	Amount claimed £
Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.
Total	Enter total claim for phone calls here	Click here to enter text.

- 4. Other expenses allowed for in the Council's Travel and Expenses Policy.** Claims to be accompanied by receipt, made out to Tur Langton Parish Council. Where prior approval was agreed at a Parish Council meeting please enter the date in the last column otherwise leave blank.

Date of purchase	Details of purchase	Amount claimed £	Approval date
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Total	Enter total claimed here	Click here to enter text.	

5. Total Claim

Category	Amount
1. Mileage	£32.85
2. Associated Travel Expenses	£1.00
3. Telephone calls	Click here to enter text.
4. Other Expenses	Click here to enter text.
Total Claim	£33.85

Please print this form off, sign and date it and submit to clerk with AA Route Planner print out / receipts / itemised phone bill as appropriate

Signature _____

Date _____

For completion at meeting

Approved (meeting date)	
Signature (Chair)	
Minute reference / EXP reference	