

## 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 type="checkbox"/>	Part 2 <input type="checkbox"/>	Part 3 <input type="checkbox"/>	Part 4 <input checked="" type="checkbox"/>
---------------------------------	---------------------------------	---------------------------------	--

#### 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
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.
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.
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.
<b>Total</b>	<b>Enter the total mileage claim here:</b>			Click here to enter text.	

- 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
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.
<b>Total</b>	<b>Enter total claimed for here</b>		Click here to enter text.

## 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.
<b>Total</b>	<b>Enter total claim for phone calls here</b>	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
08/01/2019	Arnold Baker Local Council Administration 11th Edition (split 50 / 50 with East Langton Parish Council)	55.49	29/11/2018
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.
<b>Total</b>	<b>Enter total claimed here</b>	<b>55.49</b>	

### 5. Total Claim

Category	Amount
<b>1. Mileage</b>	Click here to enter text.
<b>2. Associated Travel Expenses</b>	Click here to enter text.
<b>3. Telephone calls</b>	Click here to enter text.
<b>4. Other Expenses</b>	<b>55.49</b>
<b>Total Claim</b>	<b>55.49</b>

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	