

Travel and Expenses Claim Form

Name: Address: Vehicle reg. no:

Month: Year:

Date			Description of activities/ approved travel undertaken / purpose of expenditure	Travelling Allowances				
	Journey			Private vehicle		Mileage claimed	Fares & other payments	Other out of pocket costs
	From	To		Miles	Rate	£	£	£
					£0.55			
					£0.55			
					£0.55			
					£0.55			
					£0.55			
					£0.55			
					£0.55			
					£0.55			
					£0.55			
					£0.55			
					£0.55			
Totals								

Submission of this form is a legitimate claim that the above expenses were incurred by me in order to perform duties as an elected member of the Dorset & Wiltshire Fire and Rescue Authority.

Total Claimed

I have not, and will not, make any other claim for these expenses. Where I have undertaken and claimed for journeys by car, the insurance policy covers business use by me as a Member of the Fire and Rescue Authority.

Please submit this form with receipts attached for out of pocket expenses and return it by email to democratic.services@dwfire.org.uk or post to Democratic Services, DWFRS, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR

Signed _____

Authorised _____

Date: _____

Date rec'd:

Date processed:

5.1 The rates for travelling and subsistence allowances are:

Using own car – casual/essential business travel (all engine sizes and types)

First 10,000 miles per annum (per mile) 55p

After 10,000 miles per annum (per mile) 25p

Breakfast £6.00

Lunch £5.00

Evening meal £15.00

5.2 Members should refer to the Mileage and Subsistence Rates document, which is to be used in conjunction with the Expenses and Allowances Procedure, when determining their eligibility to claim for mileage or allowances as above.

5.3 Travel allowance (and subsistence allowances for out of Fire & Rescue area duties) is claimable for the following duties:

- a) Attendance at meetings of the DWFR, and of those committees, sub-committees, panels and working groups of which the claimant is a member, or has a right to attend, under the Authority's Standing Orders.
- b) Attendance at committees, sub committees, panels and working groups of which the claimant is not a Member, but if expressly invited to attend by the Clerk.
- c) Duties undertaken by members appointed by the DWFR to serve on outside bodies.
- d) Attendance at authorised conferences, seminars and training events.
- e) Attendance at briefing meetings and other events for Members convened by the Chief Fire Officer, or the Clerk.
- f) Exhibitions, official openings and visits to premises, or similar events, to which Members have been invited by the Chief Fire Officer or Clerk.
- g) Attendance at consultation meetings with the public or other organisations arranged by the Chief Fire Officer or Clerk.

I acknowledge the above

Signed

Date: _____