

The Highland Council
Member's Travel and Subsistence
Expenses Claim Form

Member's Name: Mr A. Baxter
Address: _____

Period End: Jun 17
Vehicle Reg No: _____
Ward No: 21

Salaries Reference No.							
3	7	0	5	5	6	4	6

		Code				Units
Total Mileage for the month up to 10,000 per annum	<u>£542.25</u>	2	7	4	<u>4</u>	1 2 0 5
Total Mileage for the month over to 10,000 per annum		2	8	0	0	

		Code				Amount	
						£	p
Other Travel		2	7	0	5		
Subsistence Tax		2	6	2	5		
Subsistence Non-Tax		2	6	3	0	-	1 2 0 0

Summary of Claim	
Car Mileage Claim	
Motorcycle Mileage Claim	
Bicycle Mileage Claim	
Passenger Mileage Claim	
Subsistence Tax	
Subsistence Non-Tax	
Meal deductions	
Other Travel	
Total of claim	

Telephone Expenses for (Period):	
Basic Rental (VAT incl)	2 6 6 5
Taxable Calls (VAT incl)	
Non Taxable Calls (VAT incl)	2 6 7 0
Postages for _____ (Period)	2 6 1 0
Other Expenses (Please Detail _____)	2 6 9 9
Meal Deductions for <u>Jun</u> (Period)	9 3 2 6 2 8 3 5

Declaration

I declare that:

- The amount of travel and subsistence expenses claimed have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.
- I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the Council.
- I have attached all necessary receipts, including VAT receipts for Fuel purchased in connection with Business Travel.
- I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.
- Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

Signature: ONLINE

Date: _____

Finance Use Only

1st Checked by: Lynsey
2nd Checked by: _____
Authorised by: _____

Date: 7/7/17
Date: _____
Date: _____

first_name	last_name	id	date_of_expense	time_from	time_to	journey_from	journey_to	expense_reason	category	subsidence_type	vehicle_type	mileage	amount	amount_claimed	reason_description	total_cost
Andrew Phillip	Baxter	37055646	01/06/2017 07:00	17:00	Kinlochleven	HQ Inverness (Return)	N/A	Council business Meeting	Mileage	Full meal - deduction	Car	173	£77.85	£77.85	Full council meeting	£ 77.85
Andrew Phillip	Baxter	37055646	01/06/2017 13:00	14:00	N/A	N/A	N/A	Meeting	Subsidence			-£4.70	-£4.70	Full Council	£ 4.70	
Andrew Phillip	Baxter	37055646	12/06/2017 17:00	19:00	Kinlochleven	Fort William (Return)	Fort William (Return)	Constituency business	Mileage		Car	44	£19.80	£19.80	Attend Fort William Town Team meeting	£ 19.80
Andrew Phillip	Baxter	37055646	13/06/2017 08:00	20:00	Kinlochleven	Fort William - Various (return)	Fort William - Various (return)	Constituency business	Mileage		Car	50	£22.50	£22.50	Attend Area office to join Weekly Strategic Meeting (video-conference), Blar Mhor Industrial Estate for Buzz Project Board Meeting. Clagan for Nevis Landscape Partnership Meeting	£ 22.50
Andrew Phillip	Baxter	37055646	14/06/2017 07:00	19:30	Kinlochleven	HQ Inverness (return)	HQ Inverness (return)	Council business Meeting	Mileage	Full meal - deduction	Car	173	£77.85	£77.85	Corporate Resources Committee and Council Programme Member Discussion	£ 77.85
Andrew Phillip	Baxter	37055646	14/06/2017 13:00	14:00	N/A	N/A	N/A	Meeting	Subsidence			-£4.70	-£4.70	Corporate Resources Committee	£ 4.70	
Andrew Phillip	Baxter	37055646	15/06/2017 11:30	19:30	Kinlochleven	Banavie	Banavie	Council business	Mileage		Car	50	£22.50	£22.50	Chairman	£ 22.50
Andrew Phillip	Baxter	37055646	16/06/2017 08:00	13:00	Kinlochleven	Fort William	Fort William	Constituency business	Mileage		Car	44	£19.80	£19.80	Ward Business Meeting	£ 19.80
Andrew Phillip	Baxter	37055646	18/06/2017 10:00	13:00	Kinlochleven	Glen Nevis	Glen Nevis	Official visit	Mileage		Car	50	£22.50	£22.50	Grand opening of the new footbridge and all-ability path Glen Nevis	£ 22.50
Andrew Phillip	Baxter	37055646	20/06/2017 06:00	17:00	Kinlochleven	HQ Inverness	HQ Inverness	Council business Meeting	Mileage		Car	87	£39.15	£39.15	Southern Planning Application Committee	£ 39.15
Andrew Phillip	Baxter	37055646	20/06/2017 13:00	14:00	N/A	N/A	N/A	Meeting	Subsidence	Soup and sandwich - deduction		-£4.85	-£4.85	SPAC	£ 4.85	
Andrew Phillip	Baxter	37055646	21/06/2017 12:00	01:00	N/A	N/A	N/A	Meeting	Subsidence	Full meal - deduction		-£4.70	-£4.70	People Committee	£ 4.70	
Andrew Phillip	Baxter	37055646	21/06/2017 08:00	17:00	HQ Inverness	Kinlochleven	Kinlochleven	Council business	Mileage		Car	87	£39.15	£39.15	Meeting with Three Wise Monkeys (Council issues), meeting with High Street Retailers (coach parking issues), meeting with Plantation resident (house cladding issue)	£ 39.15
Andrew Phillip	Baxter	37055646	22/06/2017 12:30	18:30	Kinlochleven	Fort William	Fort William	Constituency business	Mileage		Car	44	£19.80	£19.80	AG2 Summit	£ 19.80
Andrew Phillip	Baxter	37055646	23/06/2017 15:00	16:30	Fort William	Cranbarich and return to Kinlochleven	Cranbarich and return to Kinlochleven	Council business Meeting	Mileage		Car	93	£41.85	£41.85	AG2 Summit	£ 41.85
Andrew Phillip	Baxter	37055646	23/06/2017 11:00	15:00	Kinlochleven	Fort William	Fort William	Meeting	Mileage		Car	22	£9.90	£9.90	Lochaber Area Committee	£ 9.90
Andrew Phillip	Baxter	37055646	24/06/2017 14:00	17:00	Kinlochleven	Inchreze (return)	Inchreze (return)	Constituency business	Mileage		Car	26	£11.70	£11.70	Meeting of Nether Lochaber community to discussing community buy-out	£ 11.70
Andrew Phillip	Baxter	37055646	26/06/2017 16:00	17:30	Kinlochleven	Ballaichulish (Return)	Ballaichulish (Return)	Constituency business	Mileage		Car	16	£7.20	£7.20	Home visit to constituents to discuss planning issue	£ 7.20
Andrew Phillip	Baxter	37055646	27/06/2017 08:00	13:30	Kinlochleven	Fort William Area Office	Fort William Area Office	Council business	Mileage		Car	22	£9.90	£9.90	Weekly Strategy Meeting (by vc)/Councillor Surgery/Grass Cutting (by tc)	£ 9.90
Andrew Phillip	Baxter	37055646	27/06/2017 16:30	21:30	Fort William	Stromtan and to Kinlochleven	Stromtan and to Kinlochleven	Constituency business Meeting	Mileage	Meal deduction	Car	51	£22.95	£22.95	Meeting with Ardour Community Council and Primary School Parent Council/Ardnamurchan High School	£ 22.95
Andrew Phillip	Baxter	37055646	28/06/2017 12:00	14:00	N/A	N/A	N/A	Meeting	Subsidence			-£4.70	-£4.70	Celebration of Success	£ 4.70	
Andrew Phillip	Baxter	37055646	28/06/2017 10:30	19:00	Kinlochleven	Inverness HQ	Inverness HQ	Council business Meeting	Mileage		Car	86	£38.70	£38.70	Area Chairman meeting/Independent Group meeting/Administration Meeting	£ 38.70
Andrew Phillip	Baxter	37055646	29/06/2017 09:00	19:30	Inverness HQ	Kinlochleven	Kinlochleven	Council business Meeting	Mileage		Car	87	£39.15	£39.15	Full Highland Council	£ 39.15
Andrew Phillip	Baxter	37055646	29/06/2017 13:00	14:00	N/A	N/A	N/A	Meeting	Subsidence	Meal deduction		-£4.70	-£4.70	Full Council Meeting	£ 4.70	

20-21/06 Lochaline B+B over allowable subsidence - 12.00

7 1/2 night
Lochaline
B+B