



TRAVEL AND SUBSISTENCE (FOR ATTENDANCE OUTSIDE THE BOROUGH) AND DEPENDENT CARERS ALLOWANCE CLAIM FORM

NAME:
(Please print)

Employee Number	Taxable Amounts		Non Taxable Amounts	Cost Allocation
	SUPERANNUABLE	NON-SUPERANNUABLE		

Please remember to attach all receipts

Date	Description of approved duty	Travel				Subsistence & Dependent carer Allowance	
		Private Car			Other Methods of Travel		Total Travel
		Miles	Rate per mile	Parking, etc.			

TOTAL	£	:	p
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I declare that I have actually and necessarily incurred expenditure on travelling and subsistence for the purpose of performing approved duties as a Member of the Council of the London Borough of Croydon, and that the amounts claimed are strictly in accordance with the rates determined by the Council of the London Borough of Croydon.

If allowance for travel by private car is claimed, please state vehicle type and cylinder capacity _____

I declare that the statements above are correct. Except as shown above, I have not and will not make any claim under any enactment for travel allowance in connection with the duties indicated above.

Signature: _____

Date: _____

Please forward this claim to
Legal & Democratic Services

Certified as approved duties by Senior
Democratic and Governance Officer

SCALE OF ALLOWANCES TO MEMBERS OF THE COUNCIL

The following allowances will be paid as a reimbursement of INCURRED expenditure FOR AN APPROVED DUTY, following the submission of receipts or other supporting documents, within 2 months of the expenditure being incurred.

TRAVEL ALLOWANCES (payable only for Out-of-Borough travel)

Rail or other Public Transport

Ordinary or cheap fare, at first class rates, plus actual expenditure on:

[a] Pullman car or similar supplements; reservation of seats; deposit or portage of luggage.

[b] Sleeping accommodation for an overnight journey (subject to thirty-three and one third percent reduction of any subsistence allowance payable for that night).

Taxi-Cab or Cab

[a] In cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid;

[b] In other cases, the equivalent fare for travel by an appropriate public transport.

Private motor vehicle

The rate for travel by a Member's private motor vehicle shall not exceed the following rates:

[i] motorcycle, tricar or motor car of cylinder capacity 500cc	25.9p per mile
[ii] not exceeding 999cc	34.6p per mile
[iii] 1000cc - 1199cc	39.5p per mile
[iv] 1200cc and above	48.5p per mile

[v] For the carriage of each additional Member of the Council (not exceeding four): 3.0p per mile for the first passenger and 2.0p per mile for second and subsequent passengers.

[vi] Expenditure on tolls, ferries, parking fees.

[vii] Reimbursement of overnight parking charges.

Private bicycle

The rate for travel by a Member's private bicycle shall not exceed 24.0p per mile.

Hired Cars

The rate which would have been applicable had the vehicle belonged to the Member who hired it. Subject to the approval of the General Purposes and Audit Committee, the rate may be increased to an amount not exceeding the actual cost of hiring.

SUBSISTENCE ALLOWANCES (payable only for Out-of-Borough subsistence)

Breakfast Allowance

More than 4 hours away from normal place of residence or a lesser period before 11am.

£4.92

Lunch Allowance

More than 4 hours away from normal place of residence or a lesser period including the lunchtime between noon and 2pm.

£6.77

Tea Allowance

More than 4 hours away from normal place of residence or a lesser period including the period 3pm to 6pm.

£2.67

Evening Allowance

More than 4 hours away from normal place of residence or a lesser period ending after 7pm.

£8.38

Overnight Absence

From usual place of residence

£79.82

Overnight Absence in London

£91.04

Or for the purpose of attendance at an annual conference (including or not including an annual meeting) of the Association of County Councils, the Association of Metropolitan Authorities and the Association of District Councils or such other association of bodies as the Secretaries of State may for the time being approve for the purpose.

For the purposes of the above paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith & Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

NOTE: Any Subsistence Allowances claimed should be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or body in respect of the meal or the period to which the allowance relates. Additionally, where main meals are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full. In such circumstances, reimbursement for the reasonable cost of a meal replaces the entitlement to the day subsistence allowance for the appropriate meal period.

DEPENDENT CARERS ALLOWANCE

1. Expenditure not less than the London Living Wage, currently £11.05 per hour, incurred in respect of care provided by a person that is not a member of the Member's household, for:
 - o The care of children 15 years of age or under living in the Member's household; or
 - o The care of other dependants where there is medical or social work evidence that care is required.