

BEXHILL-ON-SEA TOWN COUNCIL TRAVEL and EXPENSES CLAIM FORM

Adopted 9th June 2021

Claimant Details

TITLE	FORENAME	SURNAME	ROLE	MONTH OF CLAIM	YEAR

Declaration

I certify that the particulars stated in this claim are correct and that:

- a) Mileage, fares and other expenses have been necessarily incurred whilst on official Town Council business or in the exercising of duties for the Town Council and/or as a Councillor of Bexhill-on-Sea Town Council;
- b) The additional expenditure incurred is supported by the attached receipts;

f) I have notified the Town Council of any driving offences I have incurred.

- c) I hold a current and valid driving licence applicable to the vehicle being used;
- d) My vehicle insurance is current and valid and, where necessary, indemnifies the Town Council against any third party liability whilst on official duties;
- e) My vehicle is roadworthy and well maintained, and where necessary I possess a current MOT certificate;

Signed:	Date:

Expenses Summary

Please enclose a receipt to cover each expense being claimed. If the expense is VAT eligible, a full VAT receipt must be obtained stating the suppliers VAT number. If claiming for business mileage, please list your total mileage claim in the expense summary below and input your full mileage details for each trip into the mileage log on page 2.

Date Expense Incurred	Reason for Expense (Give as much detail of expense type and reason as possible. If claiming mileage, input total mileage claim from page 2)	Total (£) (list the total claim for each expense item)	VAT (£) (if a VAT item, please list VAT amount)
	TOTAL EXPENSE CLAIM:		

Certification and Declaration

I certify that the Council has approved the reimbursement of business miles (as listed on page 2) and other travel and related expenses as stated on this claim form.

I confirm that I have inspected the claimant's the last I2 months.	driving licence and insurance documentation within
Signed:	Date:
Print Name:	Position:

Mileage Detail Log:

Please input full details of any reimbursable business mileage, list each trip individually with the reason for the trip. Mileage is to be claimed at £0.45p per mile.

Date of trip	Trip Detail	Total Miles	Total Claim
	State start and end location and purpose of trip		
	стр 		
	Total Mileage Claim *		

^{*}Please enter the total mileage claim into the Expense Summary table on Page I

This form should be completed and submitted in compliance with the requirements as set out in the Bexhill-on-Sea Town Council's currently adopted Expenses Policy.