Appendix C

WELWYN HATFIELD BOROUGH COUNCIL MEMBERS TRAVEL EXPENSES CLAIM FORM

Please use this form to claim travel and subsistence expenses. Duties approved by the Council for such expenses are set out overleaf. Please submit claims within two months of the date of the journey to which they relate.

NAME: Councillor……. make and model of car……
engine capacity of car……..cc

Starting point of journeys…… registration no. ……...

DATE	**VENUE**	**APPROVED DUTY**	**MILES ***	**OTHER FARES**	**SUBSISTENCE** give meals taken and times of departure/return
		TOTALS			

*Mileage from home or work to Council offices (or other venue) and return. Please indicate any journeys by bicycle.

I certify that the journeys listed above have been carried out on Council business.

Signed (Councillor) _____ Date_____

Authorised for Payment _____ (Governance Services Manager)

This form should be returned to Governance Services by the **24th of each month** for payment with the following month's allowanc