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 carcc			
Starting	point of jou	ırneys	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		l ourneys by bi	cycle.	
I certify t	hat the journ	eys listed above have been carried out on Council business.				
Signed (Councillor)			Date			
Authorise	ed for Paymo	ent (Governance Services Man	ager)			
This forn	n should be i	returned to Governance Services by the 24th of each month f	or payment wi	th the followin	ng month's allowanc	