



Guide to Members' Allowances and Expenses

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Introduction

- 1 Under the Local Authorities (Members' Allowances) (England) Regulations 2003, Surrey County Council is required to establish and maintain an Independent Remuneration Panel, consisting of three members of the Surrey public appointed by the council, who review the Scheme of Allowances and make recommendations.
- 2 This guide sets out the arrangements made by Surrey County Council for the payment of allowances and expenses for elected councillors and non-elected members serving on committees of the council.

Basic Allowance

- 3 A Basic Allowance of £13,520 per annum will be paid to each member of the council. The allowance is intended to recognise the time commitment of all councillors, including calls on their time such as meetings with officers and constituents, attendance at political group meetings, and incidental costs such as the use of their homes.
- 4 The Basic Allowance is paid by equal monthly amounts via Payroll, there is no need for members to claim it.
- 5 The Basic Allowance is adjusted annually on 1 April in line with the Consumer Price Index from the previous September. This provision shall be reviewed by the Independent Remuneration Panel by no later than July 2024.

Special Responsibility Allowances

- 6 Special Responsibility Allowances (SRAs) are paid in addition to the Basic Allowance to those members of the council and independent representatives who hold roles which have significant additional responsibilities. The following SRAs are currently available:

Role	Allowance (£)
Leader	46,780
Deputy Leader	30,320
Chair of the Council	19,600
Vice-Chair of the Council	7,080
Cabinet Member	24,480
Deputy Cabinet Member	10,860
Select Committee Chairman	10,890
Planning and Regulatory Committee Chairman	13,070
Audit and Governance Chairman	10,890

Surrey Pension Fund Committee Chairman	10,890
Local and Joint Committee Chairmen	8,460
Select Committee Task Group Leads	1,640
Opposition Leader	13,070 (total amount, divided proportionally between posts)
Members of Adoption and Fostering Panels	110 per session attended plus travel expenses

7 If a member qualifies for a SRA for more than one post, only the allowance which is highest in value may be claimed. SRAs are paid by equal monthly amounts via Payroll - there is no need for members to make claims separately.

8 SRAs are adjusted annually on 1 April in line with the Consumer Price Index from the previous September. This provision shall be reviewed by the Independent Remuneration Panel by no later than July 2024.

Co-optees' allowances

9 Co-opted members are additional to the required membership of a committee, but provision is made in the terms of reference of the committee for their appointment as they are persons with a particular interest or expertise in a committee's areas of work.

10 No co-optees' allowances are payable under the current Scheme, but co-opted members appointed to a committee or task group may claim travel expenses.

Approved Duties

11 Approved duties are those activities for which Members are entitled to claim travel and subsistence expenses (see pages 8 -12). The list of approved duties is as follows:

- (a) A meeting of the council, the Cabinet (or a Cabinet Member meeting), any committee, or any formally constituted task groups or panels appointed by the council, the Cabinet or any committees;
- (b) Any other meeting (including, for example, a site visit or tour, or induction or training seminar) convened by the council, the Cabinet or a committee, or convened by the Chairman of the council, the Cabinet or committee acting on their behalf (but not a meeting convened by an officer of the council), provided that it is a meeting to which members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (c) Attendance by the Chairman of the Cabinet or a committee at a meeting of any Task Group of the Cabinet or that committee of which he/she is not a member;
- (d) Attendance by a non-member of the Cabinet, a committee or task group in the following circumstances:
 - (i) An item on the agenda in which they have a local interest and on which, with the Chairman's consent, they would wish to speak;
 - (ii) An Original Motion in their name which stands referred to the Cabinet or a committee under Standing Orders;
 - (iii) An item on the agenda of which they have given notice under Standing Orders; or

- (iv) A question of which they have given notice under Standing Orders. And where advance notice has been given to the Democratic Services.
- (e) Attendance by an individual or named group of members especially appointed by the Cabinet or a committee or task group to examine a particular problem or site or to meet representatives of other organisations or individuals as part of an agreed programme of activity;
- (f) Attendance by members at local briefing meetings at the invitation of an officer of the council, provided that members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (g) Attendance by members at public consultation meetings on significant matters of policy or service change, provided that members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (h) Attendance by members at joint briefings on the business to be transacted at committee meetings, organised by officers under the Member/Officer Protocol, provided that members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (i) Attendance at Woodhatch Place or elsewhere by -
 - (i) The Chairman or Vice-Chairman of the council;
 - (ii) The chairmen and vice-chairmen of committees;
 - (iii) Cabinet members.

For the purpose of agenda planning and 'call-over' prior to a meeting; conferring with officers; visiting county establishments; inspecting sites; or being engaged in a similar manner directly in connection with the discharge of any of the functions -

- (i) Of their respective offices; or
- (ii) Of their respective committees.
- (j) Meetings held in connection with Local Ombudsman investigations; provided that they are meetings to which members of at least two political groups have been invited (except in the case of meetings relating to the work of a local committee which consists of a single political group);
- (k) A meeting of the Local Government Association, or of any committee, or other member group of the association to which a member of the council has been duly appointed;
- (l) Attendance as a duly appointed Surrey County Council representative or nominee at meetings of outside bodies with important working relationships with the council or a particular service (a list of outside bodies is maintained by Democratic Services);
- (m) Visits by members to council establishments including children's homes, other social services' residential establishments and special schools in accordance with a pre-determined rota;
- (n) Meetings between leaders of the political groups;

- (o) Meetings of parish and town councils and residents' associations;
- (p) Attendance at official events at the specific invitation of the Chairman or Vice Chairman of the Council;
- (q) Attendance at formally arranged meetings with officers or representatives of external organisations to discuss a significant issue relating to a council service or affecting the Member's Electoral Division.
- (r) Attendance at a meeting with a constituent from the member's own division in direct response to a request about council services.

Travel Expenses

- 12 Members and co-opted members may claim travel expenses for journeys undertaken in relation to any of the appropriate approved duties listed in paragraph 11 above. Mileage allowances are paid in cases where a private vehicle is used, and details of the rates and procedure for calculating distances are set out below. Where other forms of transport are used, reimbursement is related to the actual cost incurred, subject to any conditions set out below. Members are encouraged to consider the use of public transport or car-sharing for their journeys where appropriate.

Cars and motorcycles

- 13 The car and motorcycle rates are currently linked to the HM Revenue and Customs limits for tax allowance purposes, which means that the allowances paid for eligible journeys are tax-free. The current mileage rates are as follows:

Cars

45p per mile for the first 10,000 miles

25p per mile for mileage over 10,000

Fully Electric Cars

45p per mile (no mileage limit)

Motorcycles

24p per mile (no mileage limit)

- 14 An additional claim of 5p per mile may be made for each car passenger (not exceeding four) for whom travel expenses would otherwise be payable. Where a claim is made for the carriage of passengers, the names of those passengers should be included on the claim form.
- 15 For VAT purposes, fuel receipts sufficient to cover the value of the fuel used on all journeys within the claim must be submitted, and must pre-date the first journey on that claim. It is not necessary to submit a receipt every month if the value of fuel on a previous receipt has not been exceeded.
- 16 Members should also ensure that their insurance covers them for business use.

Note on motor insurance Failure to buy the correct type of motor insurance can mean you will be unable to make business trips, but more importantly in the event of an accident your insurers are quite entitled not to pay out on a claim. It could also harm your future renewals if they consider that you have given wrong information. The most basic cover (social domestic and pleasure with commuting) may not cover you for any form of business activities or travelling during the day. Instead, you will need at least class one business use (this may be referred to in your policy documents as “in connection with your employers’ business” or similar). If business use of a vehicle is very occasional (once or twice a year), you are advised to speak with your insurer to determine if occasional business use can be included, rather than taking out class one cover. Class one business use will cover your vehicle in connection with your approved duties, such as driving to different sites. In all cases you are advised to double check with any potential or current insurer the precise terms of cover your policy holds. This includes if you are a named driver and/or the policy is in the name of your partner/spouse. Remember, at first glance the lowest price for your insurance may not be the best for you.

Calculating mileage

- 17 As elected representatives, members are accepted as normally having two places of work – at the council offices and at home or another location in their electoral area, on the grounds that they use their own homes to carry out representative duties (such as seeing constituents) on behalf of the council. Therefore, claims can be made for travel between home and a council office or other location on council business.
- 18 Members will be aware that their expense claims are subject to public scrutiny and are advised to routinely take the shortest reasonable route between locations. However, where there is a good reason to vary that route, members may claim the actual mileage travelled (established using the vehicle's milometer). Any reasonable claims made on this basis will be honoured, and members should make a note on their claim form to explain any significant variation from the expected mileage between locations. Please bear in mind that all claim forms are subject to periodic audit and may be disclosed in answer to Freedom of Information Act requests. Distances can be established by using the vehicle's milometer or sat nav, or an online route planner such as Google Maps or the AA.

Apportioning claims

- 19 On occasions, members who are also members of a borough or district council or another organisation will combine business travel for the council with business travel relating to their other responsibilities (for example travelling to a borough/district council office for a meeting on the way home from a meeting at Woodhatch Place). In those cases, members should apportion their claim so that each organisation pays a fair share of the total expenses and ensure that the total amount claimed does not exceed the distance travelled. In the example above, Surrey County Council could pay the normal cost of a return journey from home to Woodhatch Place, with the borough or district paying expenses for any additional mileage as a result of the detour.
- 20 Any queries should be directed to Elliot Sinclair, Support Services Manager in Democratic Services prior to a claim being submitted.

Travel by public transport

- 21 Claims for reimbursement should normally be restricted to the cheapest available fares for the chosen mode of transport. Claims for first class travel may only be made if no alternative ordinary fares were available at the time of booking or where exceptional circumstances apply. Where possible, bookings should be made in advance in order to take advantage of the lowest cost fares.

Taxi and minicab fares

- 22 A taxi or minicab should only be used in cases of urgency or where no public transport is available. The actual fare and a reasonable gratuity may be claimed and a receipt should be provided. The use of 'chauffeur-driven' cars should be avoided where a more standard taxi or minicab service is available.

In circumstances where there is no practicable alternative to the use of a taxi or minicab, and this is known in advance, approval should be sought from Elliot Sinclair, Support Services Manager.

Hired motor vehicles (other than a taxi or minicab)

- 23 The use of hired cars or other motor vehicles may be appropriate in exceptional circumstances, and whenever possible prior agreement should be sought from Elliot Sinclair, Support Services Manager. Reimbursement will normally be limited to the rate allowed for the use of a member's own car, although the Support Services Manager (Elliot Sinclair) has the discretion to approve payments up to the actual cost of hire.
- 24 The council has accounts with Enterprise Car Club and Zipcar, car clubs which provide a flexible pool car service. This allows cars to be booked for business use for as little as 30 minutes or for longer trips. Registration is required, and members interested in finding out more about the service should contact Democratic Services.
- 25 For group activities where a minibus is more cost effective than individual transport, the SCC transport group can arrange carriage. Members are not permitted book and claim their own.

Cycle allowance

- 26 The current cycling allowance is 20p per mile.
- 27 Members using a cycle to travel on council business must have insurance that covers them for personal liability and indemnifies the council against third party claims. Two schemes are available to assist members wishing to buy a cycle: an interest-free loan scheme and a one-year tax-free hire scheme with the option to purchase the cycle at an advantageous price at the end of the period. Further details of both schemes are available on www.surreycc.gov.uk/jobs/life-at-surrey/staff-benefits.

Out of county travel

- 28 The usual rules in relation to the reimbursement of mileage or other transport costs will apply for travel to a location outside the county boundary (subject to the provisions relating to travel abroad set out below).

- 29 Where a member commences a journey from outside the county boundary and travels to a location within the county or to another location outside the county (and the start location is not as the result of carrying out an approved duty), expenses can be claimed for the actual cost of the journey or for the cost from the members' usual place of residence, whichever is lower.
- 30 If a member changes their place of residence to a location outside the county boundary, either on a permanent or temporary basis, advice should be sought from the Support Services Manager (Elliot Sinclair) before any claims are made.

Travel abroad

- 31 Where travel abroad is necessary, for example for meetings or site visits, the officers involved will make the necessary travel arrangements. In any circumstances where individual members need to travel abroad and officers are not directly involved in setting up the visit, they should obtain approval from the Leader of the council and contact the Support Services Manager (Elliot Sinclair) who will make the necessary arrangements. Bookings for travel abroad will normally be made using the cheapest appropriate available fare. The environmental and cost impacts of any travel abroad should be carefully considered.

Domestic air travel

- 32 The environmental impact should be considered when choosing this option over an alternative. Claims for reimbursement should normally be restricted to the cheapest available fares and bookings should be made as early as possible to take advantage of the lowest cost fares.

Subsistence Allowances

- 33 The following subsistence allowances are payable for approved duties (see paragraph 11 above):

Day subsistence

- (a) Breakfast allowance (more than 4 hours away from normal place of residence before 11am (for example 7am to 11am) £5.30.
- (b) Lunch allowance (more than 4 hours away from the normal place of residence including a lunchtime between 12pm and 2pm (for example 10am to 2pm or 12pm to 4pm) £7.25.
- (c) Tea allowance (more than 4 hours away from the normal place of residence including the period 3pm to 6pm (for example 2pm to 6 pm) £2.90.
- (d) Evening meal allowance (more than 4 hours away from the normal place of residence ending after 7pm (for example 4pm to 8pm or 5pm to 9pm) £9.00.

Overnight subsistence

- (e) For absence overnight (deemed to cover a continuous period of 24 hours) from the usual place of residence, £85.80, or where the absence overnight is in London or for attending an approved conference, £97.85.
 - (f) Overnight subsistence may only be claimed by members to reimburse them for the cost of hotel accommodation and meals.
 - (g) If overnight subsistence is claimed, members may not claim an allowance for meals which are provided as part of the booking.
 - (h) In most cases where a member attends a conference, the booking arrangements will be made by Democratic Services and the invoices will be paid directly by them on the member's behalf. It will therefore not usually be necessary to claim overnight subsistence.
- 34 The actual times of absences should be stated in description column of the claim form where claims are submitted for subsistence allowance. Members are entitled to claim any allowances appropriate for the period of their absence but may only claim the actual expenditure incurred. Receipts must be provided.

Out Of Pocket Expenses

- 35 Most of the stationery and IT consumables members require are supplied by the council, but there may be occasions when members personally incur expenses for the provision of equipment or services they need to support them in their role. This expenditure can be claimed back using the Members' Expenses Claim Form, but prior agreement should be obtained from Democratic Services.
- (a) Members are authorised to purchase one item, up to the value of £20, in one financial year without prior authorisation from the Democratic Services Support Services Manager. An example item could be a protective case for their IT equipment.
 - (b) Members are not permitted to claim for printer paper. Paper can be provided at all SCC main buildings (located in printer areas or available through receptions).
 - (c) Members are able to claim for black printer ink cartridges, not colour. Colour printing is available in all SCC main buildings and libraries.
 - (d) SCC can provide a business card design for Members, which can then be taken to a supplier to print and subsequently claimed back as an out-of-pocket expense. However, the content of the card is not able to include non-SCC information i.e personal social media handles.

Attendance At Meetings By Non-Appointed Members

- 36 Members are entitled to claim travel expenses and subsistence allowances for attendance at meetings of the Cabinet and council committees to which they have not been appointed (as a permanent or substitute member) when the reason for the attendance is:
- (a) an item on the agenda in which they have a local interest and on which, with the Chairman's consent, they would wish to speak
 - (b) an Original Motion in their name which stands referred to the Cabinet or a committee under Standing Orders
 - (c) an item on the agenda of which they have given notice under Standing Orders, or
 - (d) a question of which they have given notice under Standing Orders and where advance notice has been given to Democratic Services.
- 37 Members may also claim travel and subsistence for attendance at meetings of the Cabinet and committees to which they have not been duly appointed subject to the payment of allowances being limited to two such meetings per member per month.
- 38 Members appointed as substitutes are entitled to claim expenses for any meetings they attend in that capacity.

Expenses For Childcare and Care of Dependants

Childcare

- 39 Members can claim expenses incurred in providing childcare arrangements for children for whom they have parental responsibility to enable them to attend an approved duty (see paragraph 11), subject to the following requirements:
- (a) that payment is made to someone other than a close relative
 - (b) that payments for the care of children under eight are restricted to registered childminders and other statutory approved childcare providers, **unless the childcare takes place in the members' own home**
 - (c) that payments are restricted to the care of children who normally reside with the member, up to their fourteenth birthday
 - (d) that no payments are made for the care of children of compulsory school age during school hours, except where the child is absent from school due to illness.
- 40 Members may claim actual costs incurred. Receipts should be submitted whenever possible, but it is recognised that this may not be practicable if the childcare isn't by registered childminders and other statutory approved childcare providers.
- 41 Members may also claim any additional costs incurred by them in relation to caring for children and dependent persons where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties.

Care of dependants

- 42 Members can also claim expenses incurred in providing care, whilst attending approved duties for dependant adults or children who are frail and/or disabled. Members may claim actual costs incurred.
- 43 Members may also claim any additional costs incurred by them in relation to caring for children and dependent persons where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties.

General Conditions

- 44 The following conditions apply to both types of expenditure:
- (a) Reimbursement is for actual expenditure incurred up to the maximum hourly rate for each hour of absence from home;
 - (b) Members should self-certify their claims to confirm that they have incurred expenditure in accordance with this scheme;
 - (c) Neither the Member nor the person being cared for should receive an allowance for care from any other source.
 - (d) Claims must relate to attendance at approved duties as set out in paragraph 11.

Payment Of Allowances To The Governors Of Certain Education Establishments

- 45 Surrey County Council, as Local Education Authority, has approved the payment of travel and subsistence allowances to:
- (a) The Governors of maintained special schools; and
 - (b) The council's representatives on the governing bodies of further education establishments and independent schools and colleges.
- 46 The council has also approved the payment of expenses for council representatives serving on the governing bodies of higher education establishments.
- The rates which may be claimed, and the conditions governing payment, are the same as those which apply to members of the council. It should be noted that:
- (a) The legislation does not permit the payment of Attendance Allowance or Financial Loss Allowance to the governors of education establishments;
 - (b) The council has not approved the payment of allowances to the governors of council schools and sixth form colleges or of voluntary schools.
- 47 Members who serve as governors of any of the education establishments listed in paragraph 45 above should submit claims in the usual way (see below).

Making Claims and The Method Of Payment, Completing and submitting a claim form

- 48 All claims for the reimbursement of expenses must be made using the Members' Expenses Claim Form (see Appendix 1). The claim form is available on the Members Portal. Ideally, claim forms should be submitted on a monthly basis, although if there are only a small number of claims in a particular month the claim can be deferred. However, **all claims should be submitted no later than two months from the date on which the expense was incurred.**
- 49 The form should always be signed and dated and receipts attached. Members are recommended to keep a copy for tax purposes.
- 50 Any queries about completion of the form, including verification of an approved duty, should be directed to Elliot Sinclair, Support Services Manager.
- 51 Completed claim forms should be returned to Democratic Services via Elliot Sinclair by the first Friday of the month, so that payment can be made before the end of the month.
- 52 Members themselves are solely responsible for the accurate completion of the claims in accordance with the statutory provisions and regulations.

NOTE: The Basic Allowance and any Special Responsibility Allowances are paid automatically by equal monthly instalments and do not need to be claimed.

Method of payment

- 53 Payment will be made by BACS (Bankers Automated Clearing Service), crediting bank accounts on the last Thursday of each month, with the exception of December (advance notice will be provided about the payment date for that month). Payslips can be accessed electronically via ePay:

Viewing your payslip using ePay Every member is set up with an ePay account, enabling you to view your payslips online at any time. You will receive an ePay welcome email in the last week of the month before your first payment is due, which provides instructions on how to access the system

- 54 Surrey County Council is required by the regulations to keep records of each member's claims, and those records are available for inspection by any local government elector for the council. A summary of the expenses and allowances received by all members is published annually by Democratic Services.

Deductions for tax and National Insurance

- 55 Basic and Special Responsibility Allowances, subsistence payments for meals taken at County Hall and Childcare/Dependants' Carers' Expenses may, where appropriate, be subject to deductions for Income Tax and National Insurance.
- 56 HM Revenue & Customs accept that a member has two normal places of work (i.e. Home and Woodhatch Place) and rely on that for not taxing travel between these two places.

Foregoing allowances

- 57 A member may, by notice in writing to the Member Services Manager, choose to forego all or any part of his/her entitlement to an allowance.

Part-year entitlement

- 58 If the scheme of allowances is amended in a way which affects payment of basic or Special Responsibility Allowances, members will be entitled to payment at the revised rate from the date on which the change was approved (unless otherwise stated). If a member becomes or ceases to be eligible for an allowance during the course of a year, an appropriate adjustment will be made.

Suspension of payments

- 59 In the event of a member being suspended or partially suspended from their responsibilities or duties, all or part of the allowances payable may be withheld for the period of that suspension. If a member is suspended from a role for which a Special Responsibility Allowance is payable, the allowance will be transferred to another member appointed to act in that capacity.

Further Information


- 60 Any general queries relating to the operation of the allowances scheme should be directed to Elliot Sinclair in Democratic Services.

Summary Of What Is Required When Submitting Claim Forms

- (a) Always use the Members' Expenses Claim Form provided. Ideally, claim forms should be submitted on a monthly basis, although if there are only a small number of claims in a particular month the claim can be deferred. However, all claims should be submitted no later than two months from the date on which the expense was incurred.
- (b) Attach any receipts for out-of-pocket expenses being claimed (these can be scanned for electronic claims).
- (c) Fuel receipts sufficient to cover the value of the fuel used on all journeys within the claim must be submitted, and must pre-date the first journey on that claim. It is not necessary to submit a receipt every month if the value of fuel on a previous receipt has not been exceeded.
- (d) State actual times of absence where claim is made for Subsistence Allowance.
- (e) Ensure you include your name and personnel number, and sign and date the form.
- (f) Return the form to Democratic Services by the first Friday of the month to ensure payment at the end of that month.

NOTE: Basic Allowance and Special Responsibility Allowances are paid automatically and do not need to be claimed.

Appendix 1 – Member's Expenses Claim Form example

Member's Expenses Claim Form				 SURREY COUNTY COUNCIL	
Please complete both sides of this form using BLOCK CAPITALS . Claims should be submitted no later than two months from the date the expense was incurred. Please keep a copy of this form for your records.					
Full Name and Title (Mr, Mrs, Ms, Miss, Dr etc)		Mr ELLIOT SINCLAIR			
Personnel Number		01234			
Telephone Number		02085419068			
Period of Claim		From (dd/mm/yy): 1/5/18		To (dd/mm/yy): 31/5/18	
SUMMARY OF CLAIM			FOR PAYROLL USE ONLY		
Total miles claimed (column A):					
140.8	miles at 45p	£ 63.36	WT 5535	£	
	miles at 25p (over 10,000)	£	WT 5580	£	
	motorcycle miles at 24p	£	WT 5500	£	
	cycle miles at 20p	£	WT 5500	£	
20	passenger miles (col. B) at 5p	£ 1	WT 5500	£	
Plus any additional items:					
Public transport/parking (column C)		£ 2.80	WT 5500	£	
Subsistence (column D)		£	WT 5510/5515 (T)	£	
Other Expenses (column D)		£		£	
TOTAL AMOUNT CLAIMED		£ 67.16	TOTAL TO BE PAID	£	

Notes for completing columns overleaf:

- A¹ The mileage claimed should normally be for the shortest distance between locations. A valid driving licence and insurance cover for business use are required. Please attach fuel receipts sufficient to cover the mileage on this claim.
- B² Please write the names of passengers in the Description of Approved Duty column.
- C³ Show type of transport overleaf: T = Train, B = Bus, X = Taxi or minicab, P = parking and please attach receipts.
- D⁴ When subsistence is claimed, enter the times of leaving and returning home. For other out-of-pocket expenses, provide a brief description and attach receipts. Please use the "Description of Approved Duty" column for additional notes such as times of leaving and returning home and the brief description of out-of-pocket expenses.

DECLARATION

I declare that the information contained on this form is accurate and that the expenditure claimed was actually and necessarily incurred for the purposes of performing my approved duties as a Member of Surrey County Council. I have not claimed these expenses from any other body.

Signature

Elliott Sinclair

Date

31/5/18

★ KEVIN GAMMUS

Date (dd/mm/yyyy)	Description of Approved Duty (reason for claim)	Start Location	Destination(s)	A ¹ Miles claimed	B ² Passenger miles claimed	C ³ Public transport and parking expenses Type £	D ⁴ Subsistence & other expenses £
21/5/18	EPRON & EYNELL LOCAL COMMITTEE	GUILF HANE	KT18 5BY	62		P 2.80	
10/5/18	E & I SELECT COMMITTEE	GULFUP	COUNTY HALL	39.4	20*		
23/5/18	PLANNING & REGULATORY	GULFUP	COUNTY HALL	39.4			
TOTALS (please transfer to front page of form)				140.8	20	£ 2.80	£

Please see the notes on the front page for completing columns A to D