GUIDE TO MEMBERS’ ALLOWANCES AND EXPENSES

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INTRODUCTION

1 Under the Local Authorities (Members’ Allowances) (England) Regulations 2003, the County Council is required to establish and maintain an Independent Remuneration Panel, consisting of three members of the Surrey public appointed by the County Council, who review the Scheme of Allowances and make recommendations.

2 This guide sets out the arrangements made by the 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 £12,442.80 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.

SPECIAL RESPONSIBILITY ALLOWANCES

5 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:

<table>
<thead>
<tr>
<th>Role</th>
<th>2018-19 Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader</td>
<td>43,085.87</td>
</tr>
<tr>
<td>Deputy Leader</td>
<td>27,924.00</td>
</tr>
<tr>
<td>Chairman of the Council</td>
<td>18,035.95</td>
</tr>
<tr>
<td>Vice-Chairman of the Council</td>
<td>6,512.98</td>
</tr>
<tr>
<td>Cabinet Member (8)</td>
<td>22,544.93</td>
</tr>
<tr>
<td>Deputy Cabinet Member (4)</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Corporate Overview Select Committee Chairman</td>
<td>12,024.00</td>
</tr>
<tr>
<td>Select Committee Chairman (5)</td>
<td>10,019.97</td>
</tr>
<tr>
<td>Planning and Regulatory Committee Chairman</td>
<td>12,024.00</td>
</tr>
<tr>
<td>Audit and Governance Chairman</td>
<td>10,019.97</td>
</tr>
<tr>
<td>Surrey Pension Fund Committee Chairman</td>
<td>10,019.97</td>
</tr>
<tr>
<td>Local and Joint Committee Chairmen (11)</td>
<td>8,015.98</td>
</tr>
<tr>
<td>Vice-Chairmen of Committees (20)</td>
<td>1,503.00</td>
</tr>
</tbody>
</table>
6 If a Member qualifies for a Special Responsibility Allowance for more than one post, all allowances may be claimed. Special Responsibility Allowances are paid by equal monthly amounts via Payroll - there is no need for Members to make claims separately.

CO-OPTEES’ ALLOWANCES

7 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.

8 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

9 Approved duties are those activities for which Members are entitled to claim travel and subsistence expenses (see pages 7-10). 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;

<table>
<thead>
<tr>
<th>Opposition Leader</th>
<th>12,024.00 (total amount, divided between two posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office holders of political groups (i.e Group Secretary, Group Treasurer)</td>
<td>170.34 per member of the group</td>
</tr>
<tr>
<td>Members of Adoption and Fostering Panels (5)</td>
<td>100.00 per session attended plus travel expenses</td>
</tr>
</tbody>
</table>
(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 Lead Manager.

(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 County Hall 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 County Council representative or nominee at meetings of outside bodies with important working relationships with the County Council or a particular service (a list of outside bodies is maintained by Democratic Services);

(m) visits by Members to County 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 County Council;

(q) attendance at formally arranged meetings with officers or representatives of external organisations to discuss a significant issue relating to a County 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 County Council services.
TRAVEL EXPENSES

10 Members and co-opted members may claim travel expenses for journeys undertaken in relation to any of the appropriate approved duties listed in paragraph 9 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

11 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

Motorcycles - 24p per mile (no mileage limit).

12 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.

13 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.

14 Members should also ensure that their insurance covers them for business use.

Calculating Mileage

15 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.
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 on-line route planner such as Google Maps or the AA.

**Apportioning Claims**

On occasions, Members who are also members of a borough or district council or another organisation will combine business travel for the County 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 County Hall). 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, the County Council could pay the normal cost of a return journey from home to County Hall, with the borough or district paying expenses for any additional mileage as a result of the detour.

Any queries should be directed to Elliot Sinclair in Democratic Services (020 8541 9068) prior to a claim being submitted.

**Travel by Public Transport**

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**

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 Katie Booth, Democratic Services Lead Manager (020 8541
7197). Arrangements can then be made for the booking to be organised by the Transport Co-ordination Centre, to ensure the best value fare.

**Hired Motor Vehicles (other than a taxi or minicab)**

22 The use of hired cars or other motor vehicles may be appropriate in exceptional circumstances, and whenever possible prior agreement should be sought from the Democratic Services Lead Manager (Katie Booth, 020 8541 7197). Reimbursement will normally be limited to the rate allowed for the use of a Member’s own car, although the Democratic Services Lead Manager has the discretion to approve payments up to the actual cost of hire.

23 The County 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.

**Cycle Allowance**

24 The current cycling allowance is **20p per mile**.

25 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.

26 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 S:Net or from Elliot Sinclair in Democratic Services (020 8541 9068).

**Out-of-County Travel**

27 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).

28 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.

29 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 Democratic Services Lead Manager (Katie Booth, 020 8541 7197) before any claims are made.

**Travel Abroad**

30 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 County Council and contact the Democratic Services Lead Manager (Katie Booth, 020 8541 7197), who will make the necessary arrangements. Bookings for travel abroad will normally be made using the cheapest appropriate available fare.

**Domestic Air Travel**

31 Where significant cost or time savings can be achieved by air travel compared to other means of transport, bookings can be made with the prior agreement of the Democratic Services Lead Manager (Katie Booth, 020 8541 7197). However, the environmental impact should also 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**

32 The following subsistence allowances are payable for approved duties (see paragraph 10 above):

**Day Subsistence**

(a) Breakfast Allowance (more than 4 hours away from normal place of residence before 11.00am e.g. 7 am - 11 am) £5.30;

(b) Lunch Allowance (more than 4 hours away from the normal place of residence including a lunchtime between 12 noon and 2.00pm e.g. 10 am - 2 pm; 12 pm - 4 pm) £7.25;

(c) Tea Allowance (more than 4 hours away from the normal place of residence including the period 3.00pm to 6.00pm e.g. 2 pm - 6 pm) £2.90;

(d) Evening Meal Allowance (more than 4 hours away from the normal place of residence ending after 7.00pm e.g. 4 pm - 8 pm; 5 pm - 9 pm) £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.

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. **Please note that where Members taking lunch in the Staff Restaurant are carrying out an approved duty and are away from their normal place of residence for more than 4 hours (see paragraph 32), the cost of the meal will be recorded at the check-out and will not need to be claimed separately on the monthly claim form.** Members taking a meal who are not entitled to receive (or who do not wish to claim) Subsistence Allowance will be charged for their meal.

OUT-OF-POCKET EXPENSES

Most of the equipment, stationery and IT consumables Members require are supplied by the County 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 Democratic Services. An example item could be a protective case for their IT equipment.

ATTENDANCE AT MEETINGS BY NON-APPOINTED MEMBERS
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.

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.

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**

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 9), 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.
The maximum hourly rate for childcare is £8.02 per child. 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.

**Care of Dependants**

Members can also claim expenses incurred in providing care, whilst attending approved duties, for dependant adults or children who are frail and/or disabled. The maximum hourly rate is £14.52.

**General Conditions**

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 9.

**PAYMENT OF ALLOWANCES TO THE GOVERNORS OF CERTAIN EDUCATION ESTABLISHMENTS**

The 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.

The Council has also approved the payment of expenses for County 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; and
(b) the County Council has not approved the payment of Allowances to the Governors of County Schools and Sixth Form Colleges or of Voluntary Schools.

45 County Councillors who serve as Governors of any of the education establishments listed in paragraph 42 above should submit claims in the usual way (see below). Non-County Councillor Governors may obtain claim forms from either the Clerk to the Governors or from Members’ Reception at County Hall (020 8541 9979).

MAKING CLAIMS AND THE METHOD OF PAYMENT

Completing and Submitting a Claim Form

46 All claims for the reimbursement of expenses must be made using the Members’ Expenses Claim Form (see Appendix 1). A claim form will be sent to Members towards the end of each month, and further copies are available via the Members’ Portal or from Democratic Services in Room 122 at County Hall. 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.

47 The form should always be signed and dated and any receipts attached. Members are recommended to keep a copy for tax purposes.

48 Any queries about completion of the form, including verification of an approved duty, should be directed to Elliot Sinclair in Democratic Services (020 8541 9068).

49 Completed claim forms should be returned to Democratic Services in Room 122 at County Hall by the 5th day of the month, so that payment can be made before the end of the month. Payment enquiries should be directed to Morina Bramwell (020 8541 9274) or Alison Parker (020 8541 7523) in Payroll Services.

50 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

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. Within this communication your ePay username (National Insurance Number) and temporary password will be confirmed.

You can access ePay via: https://www.webcare2.com/scc/login.html

For queries you can contact myhelpdeskhr@surreycc.gov.uk

The Shared Service Centre 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 County. A summary of the expenses and allowances received by all Members is published annually by Democratic Services.

Deductions for Tax and National Insurance

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.

HM Revenue & Customs accept that a Member has two normal places of work (i.e. home and County Hall) and rely on that for not taxing travel between these two places.

As County Hall is regarded as one of a Members’ places of work, the Subsistence Allowance payable for meals taken at County Hall is taxable. To comply with this ruling, tax is deducted from the Subsistence Allowance paid to Members. At the end of each financial year the County Council makes a return to HM Revenue & Customs detailing the tax liability related to these meals, calculated on the full value of the meals.

The Guidance issued in relation to The Local Authorities (Members’ Allowances) (England) Regulations 2003 provides general advice on the tax treatment of allowances, and a copy of the relevant section is
available on the Members’ Portal. If Members have any questions about the taxation treatment of their allowances they should contact their Tax Office for advice.

**Foregoing Allowances**

57 A Member may, by notice in writing to the Democratic Services Lead Manager (Katie Booth), 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/CONTACT DETAILS**

60 Any general queries relating to the operation of the Allowances Scheme should be directed to Elliot Sinclair (020 8541 9068) or Katie Booth (020 8541 7197) in Democratic Services. Other queries should be directed as follows:

<table>
<thead>
<tr>
<th>Payment enquiries</th>
<th>Morina Bramwell</th>
<th>020 8541 9274</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alison Parker</td>
<td>020 8541 7523</td>
</tr>
<tr>
<td></td>
<td>(Shared Service Centre)</td>
<td></td>
</tr>
</tbody>
</table>
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) Enter details of any approved duties up to and including the last Saturday of the month to which the form relates.

(c) Attach any receipts for out-of-pocket expenses being claimed.

(d) 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.

(e) State actual times of absence where claim is made for Subsistence Allowance.

(f) Ensure you include your name and personnel number, and sign and date the form.

(g) Return the form to Democratic Services by the fifth day 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.]
**Member's Expenses Claim Form**

Please complete both sides. 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/yyyy): 11/5/18 To (dd/mm/yyyy): 31/5/18 |

**SUMMARY OF CLAIM**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total miles claimed (column A):</td>
<td></td>
</tr>
<tr>
<td>140.8 miles at 45p</td>
<td>£63.36</td>
</tr>
<tr>
<td>miles at 25p (over 10,000)</td>
<td>£</td>
</tr>
<tr>
<td>motorcycle miles at 24p</td>
<td>£</td>
</tr>
<tr>
<td>cycle miles at 20p</td>
<td>£</td>
</tr>
<tr>
<td>20 passenger miles (col. B) at 5p</td>
<td>£1</td>
</tr>
</tbody>
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**For Payroll Use Only**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 5535</td>
<td>£</td>
</tr>
<tr>
<td>WT 5560</td>
<td>£</td>
</tr>
<tr>
<td>WT 5500</td>
<td>£</td>
</tr>
<tr>
<td>WT 5500</td>
<td>£</td>
</tr>
<tr>
<td>WT 5500</td>
<td>£</td>
</tr>
<tr>
<td>WT 5500</td>
<td>£</td>
</tr>
</tbody>
</table>

**Plus any additional items:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public transport/parking (column C)</td>
<td>£2.80</td>
</tr>
<tr>
<td>Subsistence (column D)</td>
<td>£</td>
</tr>
<tr>
<td>Other Expenses (column D)</td>
<td>£</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT CLAIMED**

£67.16

**TOTAL TO BE PAID**

£

**Notes for completing columns overleaf:**

A 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.

B Please write the names of passengers in the Description of Approved Duty column.

C Show type of transport overleaf: T = Train, B = Bus, X = Taxi or minicab, P = parking and please attach receipts.

D 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**

Elliot Sinclair

**Date**

31/5/18

If you have any queries relating to your claim, please contact Democratic Services or Payroll Services.

Completed forms should be returned to Democratic Services, Room 122, County Hall.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Approved Duty (reason for claim)</th>
<th>Start Location</th>
<th>Destination(s)</th>
<th>A(^1) Miles claimed</th>
<th>B(^2) Passenger miles claimed</th>
<th>C(^3) Public transport and parking expenses Type</th>
<th>C(^3) Public transport and parking expenses £</th>
<th>D(^4) Subsistence &amp; other expenses £</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/5/18</td>
<td>EPSON &amp; Ewell Local Committee</td>
<td>GUI 1UP</td>
<td>KT18 5BY</td>
<td>62</td>
<td></td>
<td>P</td>
<td>2.80</td>
<td></td>
</tr>
<tr>
<td>10/5/18</td>
<td>E &amp; I Select Committee</td>
<td>GUI 1UP</td>
<td>COUNTY HALL</td>
<td>39.4</td>
<td>20*</td>
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<td></td>
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<tr>
<td>23/5/18</td>
<td>Planning &amp; Regulatory</td>
<td>GUI 1UP</td>
<td>COUNTY HALL</td>
<td>39.4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.