MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE
EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 30/04/2009

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£21.20
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£21.20

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 01/07/2009

Finance Use Only

CHECKED BY SJH DATE: 14/07/2009

AUTHORISED BY *S J Humphries* DATE: *14/07/2009*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
01/04/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
02/04/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
07/04/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
08/04/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
09/04/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
14/04/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
15/04/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
16/04/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
22/04/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
23/04/2009			Dundas buildings, Bonnyrigg to meet with John Blair, Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	9				
28/04/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
29/04/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
				Sub Total	53.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£21.20	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£21.20				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

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3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
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5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
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6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE
EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 31/05/2009

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£32.40
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£32.40

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 01/07/2009

Finance Use Only

CHECKED BY SJH DATE: 14/07/2009

AUTHORISED BY *S J Humphries* DATE: *14/07/2009*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
01/05/2009			To carry out Councillor's duties in Midlothian House; Newtongrange Library/Scottish Mining Museum to officiate and accept framed list of mining casualties; Woodburn Primary (minibus for school)	Newtongrange to Dalkeith to Newtongrange (including mining museum)	6				
05/05/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
06/05/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
12/05/2009			Roslin Glen wildflower area	Newtongrange to Roslin to Newtongrange	17				
13/05/2009			Midlothian Council to carry out Councillor's duties and attend scheduled meetings; meeting with Mr Hood and social worker at his daughter's home in Gorebridge	Newtongrange to Dalkeith to Gorebridge to Newtongrange	10				
14/05/2009			Meeting in Dundas Buildings, Bonnyrigg; Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	7				
15/05/2009			Attend Hungry for Success visit by Welsh Assembly at Lasswade High School	Newtongrange to Bonnyrigg to Newtongrange	6				
19/05/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
20/05/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
25/05/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
26/05/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
27/05/2009			Midlothian House to carry out Councillor's duties; Meet Sharif and his wife as JP to witness signatures	Newtongrange to Dalkeith to Newtongrange	4				
28/05/2009			Meeting in Dundas Buildings, Bonnyrigg; Midlothian House to carry out Councillor's duties - Healthy Living Awards	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	7				
				Sub Total	81.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£32.40	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£32.40				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 30/06/2009

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£39.60
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£39.60

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 26/08/2009

Finance Use Only

CHECKED BY SJH DATE: 31/08/2009

AUTHORISED BY *S J Humphries* DATE: *31/08/2009*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
02/06/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
03/06/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
04/06/2009			Meeting at Dundas Buildings; Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	7				
09/06/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
10/06/2009			Roslin - to official opening of Paths Project	Newtongrange to Roslin to Newtongrange	16				
11/06/2009			Meeting at Dundas Buildings; Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Bonnyrigg, to Dalkeith to Newtongrange	7				
15/06/2009			Meeting with staff member at Dean; Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
16/06/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
17/06/2009			Midlothian House to carry out Councillor's duties; meeting with Geoff Mather at Roslin Gunpowder Works; meeting at Penicuik High School to perform JP duties re passport identification	Newtongrange to Dalkeith, to Roslin, to Penicuik to Newtongrange	19				
18/06/2009			Meeting at Dundas Buildings; Midlothian House to carry out Meeting in Dundas Buildings	Newtongrange to Bonnyrigg, to Dalkeith to Newtongrange	7				
22/06/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
23/06/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
24/06/2009			Midlothian House to carry out Councillor's duties; Dundas Buildings to attend meeting with John Blair/Lothian Buses/etc	Newtongrange to Dalkeith to Bonnyrigg to Newtongrange	7				
25/06/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
26/06/2009			Midlothian House to carry out Councillor's duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
				Sub Total	99.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£39.60	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£39.60				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

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1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 31/08/2009

SUMMARY OF CLAIM	£ p
Car Mileage Claim	£26.40
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£26.40

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 08/12/2009

Finance Use Only

CHECKED BY SJH DATE: 08/12/2009

AUTHORISED BY *S J Humphries* DATE: *08/12/2009*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
04/08/2009			Midlothian House to carry out Councillor's Duties and attend Scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
06/08/2009			Dundas Buildings; Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
10/08/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
11/08/2009			Midlothian House to carry out Councillor's Duties and attend Scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
12/08/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
17/08/2009			Midlothian House to carry out Councillor's duties; Midlothian Tenant Forum in Bonnyrigg	Newtongrange to Dalkeith to Bonnyrigg to Newtongrange					
18/08/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
19/08/2009			Meetings with Gary Edmonds; Jane Miller; John Turnbull; Gillian Hares; Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
20/08/2009			Dundas Bldgs, Midlothian House to carry out Councillor's dutes	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
21/08/2009			Meetings with Restaurant Staff/ John Turnbull; Midlothian House to carry Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
24/08/2009			Midlothian House to carry out Councillor's duties; Meetings with Angie Miller; Newbattle High School; Norman Catto; Midlothian House	Newtongrange to Dalkeith to Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	8				
25/08/2009			Midlothian House to carry out Councillor's Duties and attend Scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
26/08/2009			Midlothian House to carry out Councillor's duties; Dalkeith Campus School Meals Investigators launch	Newtongrange to Dalkeith to Newtongrange	4				
27/08/2009			Dundas Bldgs; Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
31/08/2009			Midlothian House to carry out Councillor's duties	Newtongraneg to Dalkeith to Newtongrange	4				
				Sub Total	66.0	0	0	0	0
				Rate	£0.400				
				Total Cash Value	£26.40	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£26.40				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

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As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
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6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 30/09/2009

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£26.40
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£26.40

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 08/12/2009

Finance Use Only

CHECKED BY SJH DATE: 08/12/2009

AUTHORISED BY *S J Humphries* DATE: *08/12/2009*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
01/09/2009			Midlothian House to carry out Councillor's Duties and attend Scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
02/09/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	4				
03/09/2009			Dundas Bldgs; Midlothian House to carry out Councillor's Duties and scheduled meetings	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
08/09/2009			Midlothian House to carry out Councillor's Duties and attend Scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
09/09/2009			Midlothian House to carry out Councillor's Duties. Have your say Gorebridge	Newtongrange to Dalkeith to Newtongrange to Gorebridge to Newtongrange	10				
10/09/2009			Dundas Buildings; Midlothian House to carry out Councillor's duties	Newtngrange to Dalkeith to Newtongrange	4				
15/09/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	4				
16/09/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
17/09/2009			Dundas Buildings; Midlothian House to carry out Councillor's duties; Lasswade High School - Waste Aware Fashion Show	Newtongrange to Bonnyrigg to Newtongrange to Bonnyrigg to Newtongrange	8				
21/09/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
22/09/2009			Midlothian House to carry out Councillor's Duties and attend Scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
24/09/2009			Dundas Buildings; B'rigg Masonic Lodge - Waste Aware drop in; Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
28/09/2009			Midlothian House - Meeting with Tony Malone/Kenny Davidson and Newtongrange Reps Carol Byrn/Ron Campbell	Newtongrange to Dalkeith to Newtongrange	4				
				Sub Total	66.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£26.40	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£26.40				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to travel.

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 31/10/2009

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£19.20
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£19.20

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 08/12/2009

Finance Use Only

CHECKED BY SJH DATE: 08/12/2009

AUTHORISED BY *S J Humphries* DATE: *08/12/2009*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
12/10/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
14/10/2009			Midlothian House to carry out Councillor's Duties and attend Sc	Newtongrange to Dalkeith to Newtongrange to Gorebridge to N	10				
15/10/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
19/10/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
21/10/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
22/10/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
26/10/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
27/10/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
28/10/2009			Midlothian House to carry out Councillor's duties; meeting at Leiths Asphalt; Newtongrange survey	Home to Stobhill,Newtongrange to Dalkeith to Newtongrange	6				
29/10/2009			Midlothian House to carry out Councillor's duties; Access Forum Dalkeith Arts Centre, Meeting in Newtongrange	Newtongrange to Dalkeith to Newtongrange	4				
				Sub Total	48.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£19.20	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£19.20				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to travel.

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 30/11/2009

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£24.80
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£24.80

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 08/12/2009

Finance Use Only

CHECKED BY SJH DATE: 08/12/2009

AUTHORISED BY *S J Humphries* DATE: *08/12/2009*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
02/11/2009			Midlothian House to carry out Councillor's Duties site visits	Newtongrange to Dalkeith to Newtongrange	4				
03/11/2009			Midlothian House to carry out Councillor's Duties and attend Scheduled meetings; Moving stories the Scottish Mining Museum	Newtongrange to Dalkeith to Newtongrange to Home	6				
04/11/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
05/11/2009			Dundas Bldgs; Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
06/11/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
09/11/2009			Midlothian House to carry out Councillor's duties	Newtngrange to Dalkeith to Newtongrange	4				
10/11/2009			Midlothian House to carry out Councillor's duties and attend Scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
11/11/2009			Midlothian House to carry out Councillor's duties and attend member training	Newtongrange to Dalkeith to Newtongrange	4				
12/11/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
18/11/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
19/11/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
24/11/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
26/11/2009			Dundas Bldgs; Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
30/11/2009			Midlothian House to carry out Councillor's duties	Newtongraneg to Dalkeith to Newtongrange	4				
				Sub Total	62.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£24.80	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£24.80				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE
EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 31/12/2009

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£12.00
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£12.00

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 12/01/2010

Finance Use Only

CHECKED BY SJH DATE: 14/01/2010

AUTHORISED BY *S J Humphries* DATE: *14/01/2010*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
03/12/2009			Dundas Bldgs; Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
09/12/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
10/12/2009			Dundas Bldgs; Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
14/12/2009			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
17/12/2009			Dundas Bldgs; Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
22/12/2009			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
				Sub Total	30.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£12.00	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£12.00				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to travel.

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 31/01/2010

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£17.60
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£17.60

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 02/02/2010

Finance Use Only

CHECKED BY SJH DATE: 02/02/2010

AUTHORISED BY *S J Humphries* DATE: *02/02/2010*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
04/01/2010			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
05/01/2010			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
07/01/2010			Dundas Bldgs; Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
12/01/2010			Midlothian House to carry out Councillor's duties and attend Sch	Newtongrange to Dalkeith to Newtongrange	4				
14/01/2010			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
15/01/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
19/01/2010			Midlothian House to carry out Councillor's duties and attend Scheduled meetings and training	Newtongrange to Dalkeith to Newtongrange	4				
20/01/2010			Midlothian House to carry out Councillor's duties and attend member training	Newtongrange to Dalkeith to Newtongrange	4				
21/01/2010			Dundas Bldgs; Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
25/01/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
26/01/2010									
				Sub Total	44.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£17.60	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£17.60				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 28/02/2010

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£22.40
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£22.40

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 11/03/2010

Finance Use Only

CHECKED BY SJH DATE: 11/03/2010

AUTHORISED BY *S J Humphries* DATE: *11/03/2010*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
02/02/2010			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
03/02/2010			Midlothian House to carry out Councillor's Duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
04/02/2010			Dundas Bldgs (Team Meeting); Midlothian House to carry out Councillor's Duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
05/02/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
09/02/2010			Midlothian House to carry out Councillor's Duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
10/02/2010			Dundas Bldgs (DMT); Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
11/02/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
12/02/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
16/02/2010			Midlothian House to carry out Councillor's duties and attend sccheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
18/02/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
23/02/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
24/02/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
25/02/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
				Sub Total	56.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£22.40	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£22.40				
				Taxable	£0.00				

MIDLOTHIAN COUNCIL

NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

The claim form has been devised to take account of the requirements of publishing information in a standard format about Councillor's claims. This form will also provide the necessary documentation for HM Revenue and Customs and Internal and External Audit

To assist in completion of the form your attention is drawn to the following points:

1. DATE
Please insert Date for which expense item is claimed.

2. TIMES OF DEPARTURE/ARRIVAL
Departure/Arrival Times should be entered for verification of amounts claimed for subsistence where claims relate to overnight subsistence or meal costs but not where claims relate only to travel.

3. DETAILED DESCRIPTION OF APPROVED DUTY
Clearly indicate which meeting you have attended or the relevant detail of the approved duty undertaken. Approved duties should indicate – Council Meetings, duties in connection with Council functions, conferences/seminars etc. nominee to other bodies, group meetings, duties undertaken by chair or vice chair or other senior councillors, members surgeries, constituency/committee work and meetings with named Officers.

4. EXPENSE ITEMS/JOURNEY DETAILS
As meetings and approved duties are held at various locations, it is essential for the calculation of mileage that all locations visited are entered onto the claim form.

5. PASSENGER MILES
This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers e.g. 2 passengers times 30 miles = 60 passenger miles.

6. SUBSISTENCE
Subsistence relates to overnight accommodation and meals. With the exception of road and bridge tolls and allowances provided for by regulation 4(4) only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

6A. ACCOMMODATION DETAILS
When staying with friends or family record the amount claimed in the Subsistence column and Provide the name and adress of those with whom you stayed

7. OTHER TRAVEL EXPENSES
This column should be used to record claims for public transport, taxi and air fares and any other allowable travel expenses for which a receipt is available.

8. OTHER EXPENSES
This column should be used for reimbursement of other receipted allowable expenditure.

9. TOTALS
Transfer totals to the Summary of Claim and sign the declaration.

MIDLOTHIAN COUNCIL
MEMBER'S TRAVEL & SUBSISTENCE EXPENSES CLAIM FORM

Member's Name Wilma Chalmers **Payroll Number** 6000194

Private Vehicle Registration No. X 404 HAC **Period End** 31/03/2010

SUMMARY OF CLAIM	
	£ p
Car Mileage Claim	£23.20
Passenger Mileage Claim	£0.00
Subsistence	£0.00
Other Travel	£0.00
Other Expenses	£0.00
Staying with Friends Allowance	
Total of Claim	£23.20

OFFICIAL USE ONLY	

DECLARATION

I declare that:–

• The amounts of travel and subsistence expenses claimed, have been actually and reasonably incurred for the purpose of enabling me to perform approved duties as a Member of the Council.

• I have paid the fares shown and all other amounts claimed are in accordance with rates approved by the council.

• I have attached all necessary receipts in connection with expenses claimed.

• I have not made, and will not make, any other claim under any enactment for subsistence expenses or allowances in connection with the duties indicated in this form.

• Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

SIGNATURE W Chalmers DATE: 08/04/2010

Finance Use Only

CHECKED BY SJH DATE: 08/04/2010

AUTHORISED BY *S J Humphries* DATE: *08/04/2010*

CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details			*Detailed Description of Approved Duty*	*Expense items or details of journey*	*Car*	*Passenger*	*Subsistence*	*Other Travel etc.*	*Other expenses*
Date	*Time of Departure*	*Time of arrival*			*Mileage*	*Mileage*	*£ p*	*£ p*	*£ p*
01/03/2010			Midlothian House to carry out Councillor's Duties, Scottish Mining Museum	Newtongrange to Dalkeith to Newtongrange, to home (Newtongrange)	6				
02/03/2010			Midlothian House to carry out Councillor's Duties and attend scl	Newtongrange to Dalkeith to Newtongrange	4				
03/03/2010			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
04/03/2010			Dundas Bldgs; Midlothian House to carry out Councillor's duties	Newtongrange to Bonnyrigg to Dalkeith to Newtongrange	6				
08/03/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
09/03/2010			Midlothian House to carry out Councillor's Duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
11/03/2010			Dundas Bldgs; Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	6				
16/03/2010			Midlothian House to carry out Councillor's Dutes and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
17/03/2010			Midlothian House to carry out Councillor's Duties	Newtongrange to Dalkeith to Newtongrange	4				
18/03/2010			Midlothian House to carry out Councillor's Duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
22/03/2010			Midlothian House to carry out Councillor's Dutes	Newtongrange to Dalkeith to Newtongrange	4				
23/03/2010			Midlothian House to carry out Councillor's Duties and attend scheduled meetings	Newtongrange to Dalkeith to Newtongrange	4				
25/03/2010			Midlothian House to carry out Councillor's duties	Newtongrange to Dalkeith to Newtongrange	4				
				Sub Total	58.0	0	0	0	0
				Rate	£0.400	£0.050			
				Total Cash Value	£23.20	£0.00	£0.00	£0.00	£0.00
				Non Taxable	£23.20				
				Taxable	£0.00				