NOTES OF GUIDANCE FOR COMPLETION OF CLAIM FORM

Scottish Borders COUNCIL

MEMBERS' TRAVEL AND SUBSISTENCE EXPENSES CLAIM FORM

MEMBER'S NAME: **COUNCILLOR JULIE PIRONE**   **PAYROLL NO. :**_**406821**

HOME ADDRESS: **THE BYRE, 3 HERIOT HOUSE, HERIOT, EH38 5YB**

PRIVATE VEHICLE REG NO.:   _J70 ULY_____**PERIOD END :** **JaApril 24 2023**

SUMMARY OF CLAIM			PAYROLL USE ONLY	
Car and Van Mileage Claim	250		5560	
Motorcycle Mileage Claim			5560	
Bicycle Mileage Claim			5563	
Passenger Mileage Claim			5565	
Staying with friends allowance			5506	
Subsistence			5570	£
			5575 (VAT)	£
Other Travel			5610	£
			5615 (VAT)	£
Other Expenses			5590	£
			5595 (VAT)	£

DECLARATION

The claim form has been devised to take account of the requirements for publishing information in a standard format about Councillors' 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   **TIME 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/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 the allowance provided for by regulation 4(4) of the Allowances and Expenses Regulations, 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 (SSI2007/108) as amended.

6A   **ACCOMMODATION DETAILS**

This column related to claims for overnight accommodation with friends and family. These must include the address of the accommodation and the name(s) of the friends or family 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 expenses for which a receipt is available.

8   **OTHER EXPENSES**

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

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:_____ DATE:_____

Democratic Services Use Only

CHECKED BY: _____ DATE:_____

AUTHORISED BY: _____ DATE: _____

Date	Journey Details Time of Departure	Time of Arrival	Detailed Description of Approved Duty	Expense Items or Details of Journey	Car and Van Mileage	Motorcycle Mileage	Bicycle Mileage	Name & Passenger Mileage	Subsistence	Accommodation Details	Other Travel etc.	Other Expenses
27/07/20 23	10am	10.30am	council rep at innerleiothen meeting on speedwatch	travel from home to innerleithen and retunr	28							
27/07/20 23	5pm	6pm	council rep at eatsgate meeting peebles s	travel from home to peebles and return home	38							
31/07/20 23	3pm	3.40pm	live borders communtiy session peebles	travel to peebles and return	38							
22/08/20 023	4pm	4.30pm	community conversations galashiels academy f	travel to gaalshiels and return	32							
23/08/20 23	1.22 pm	2pmm	attendance at chambrs instutue business plan meeting burgh hall peebles	travel from home to peebles and return	38							
24/08/20 23	4.30pm	5pm	eastgate board meeting peebles as council rep	travel from home to peebles and return	38							
25/08/23	11.45 am	12.30pm	attendance at SBHA ward visit for inspection peebles	travel to peebles and return	38							
				t								
				t								

				Total	311							