



West Yorkshire Fire and Rescue Authority claim form for Councillors

Your name.....

Car engine size.....

You only need to give details of times if claiming subsistence

Date	Depart		Return		Details of approved duty			Subsistence (please attach receipts)					Car: No of miles	Bus Rail Parking Taxi (Please attach receipts)
	Place	Time	Place	Time	Name and place of duty	Start time	Finish time	Breakfast	Lunch	Tea	Evening meal	Overnight		

If you wish to claim for a subsistence allowance, please tick the appropriate box and provide relevant receipts.

Please give details about any free meals provided.....

- I declare that:**
- a) The above statements are correct. Except as shown above I have not made, and will not make, any claim under any enactment for travel and subsistence expenses in connection with the duties indicated above from this or any other local authority or organisation.
 - b) I have necessarily incurred expenditure on travel and subsistence for the purpose of enabling me to perform approved duties as a member of West Yorkshire Fire and Rescue Authority
 - c) I have actually paid fares and made the other payments shown above.
 - d) The amounts claimed are strictly in accordance with the rates and conditions of the Local Authorities (Members' Allowances) (England) Regulations 2003 and WYFRS Members' Allowances Scheme
 - e) I have the required **business use** provision in my current private motor **vehicle insurance policy**.

Signed..... Date.....

Under financial procedure 15.3, expense claims should be submitted no more than 2 months after the expense is incurred.
Additional forms may be obtained from Committee Services on 01274 655740.