

**DENNIS**

10/10/06

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of \_\_\_\_\_ June to October 2006 Name of Member Cllr Carl Dennis Pay No. [REDACTED]  
 (Block capitals please)  
 Car (Make / Model) Citroen Picasso SX HDI Registration No. [REDACTED] Exact Cubic Capacity 1997 cc.

Home Address 9 Eskdale Grove Farnworth Bolton BL4 0QF

### DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 23 October 2006

Approved [REDACTED] Date \_\_\_\_\_

### FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	132.	Details input onto Payroll system: By: CM Date: 30.10.06
Subsistence Allowance (Taxable)	:			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

### Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.



**HAMILTON**

MEMBERS ALLOWANCES CLAIM

PH10

Claim for Month of APRIL 2006

Name of Member IAN B HAMILTON  
(Block capitals please)

Pay No. [REDACTED]

Car (Make/Model) KIA PICANTO

Registration No. [REDACTED]

Exact Cubic Capacity 1068 cc.

Home Address S2, LYMBRIDGE DRIVE, BLACKROD

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED]

MEMBER

Date 28/4/2006

Approved [REDACTED]

Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount		Miles	
	£ : p			
* Subsistence Allowance	— :	Normal Mileage	162	Details input onto Payroll system:
Subsistence Allowance (Taxable)	— :			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

Notes:

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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DAIC

MEMBERS ALLOWANCES CLAIM

Claim for Month of MAY 2006

Name of Member IAN B HAMILTON  
*(Block capitals please)*

Pay No. [REDACTED]

Car (Make / Model) KIA PICANTO

Registration No. [REDACTED]

Exact Cubic Capacity 1086 cc.

Home Address S2, LYMBRIDGE DRIVE, BLACKHAD, BOLTON

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER

Date 31/5/2006

Approved [REDACTED]

Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	90	Details input onto Payroll system:  By:  Date:
Subsistence Allowance <i>(Taxable)</i>	:			
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:			
Dependent Carer's Allowance	:			

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
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PAID

MEMBERS ALLOWANCES CLAIM

Claim for Month of JUNE 2006

Name of Member IAN B HAMILTON  
*(Block capitals please)*

Pay No. [REDACTED]

Car (Make/Model) KIA PICANTO

Registration No. [REDACTED]

Exact Cubic Capacity 1068 cc.

Home Address 52 LYMBRINE DRIVE BLACKADON

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED]

MEMBER

Date 30/6/2006

Approved [REDACTED]

Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	264	Details input onto Payroll system:
Subsistence Allowance <i>(Taxable)</i>	:			
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:			
Dependent Carer's Allowance	:			
	:			
				By:
				Date:

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
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# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

PAID

Claim for Month of JULY 2006

Name of Member IAN B HAMILTON  
*(Block capitals please)*

Pay No. [REDACTED]

Car (Make/Model) RIA PICANTO

Registration No. [REDACTED]

Exact Cubic Capacity 1086 cc.

Home Address 52, LYMBRIDGE DRIVE BLAKEMOOR, BOLTON BCGTS

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form, and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

*(For Car Allowance claimants only)*

Signed [REDACTED]

MEMBER

Date 1/8/2006

Approved [REDACTED]

Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount		Miles	
* Subsistence Allowance	£ : p	Normal Mileage	216.	Details input onto Payroll system:  By: <u>CS</u>  Date: <u>3/8/06</u>
Subsistence Allowance <i>(Taxable)</i>	:			
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:			
Dependent Carer's Allowance	:			

**Notes:**

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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PAID

MEMBERS ALLOWANCES CLAIM

Claim for Month of AUGUST 2006 Name of Member I. B. HAMILTON Pay No. [REDACTED]  
 (Block capitals please)  
 Car (Make/Model) KIA PICANTO Registration No. [REDACTED] Exact Cubic Capacity 1082 cc.  
 Home Address 52, LYMBRIDGE DRIVE BLACKHOLE, BOLTON BL6 5TS

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 20/8/2006

Approved [REDACTED] Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles
* Subsistence Allowance	:	Normal Mileage	158
Subsistence Allowance (Taxable)	:		
Travel Reimbursement (e.g. Car Park, taxis)	:		
Dependent Carer's Allowance	:		

Details input onto Payroll system:  
 By: CM  
 Date: 31.8.06

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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MEMBERS ALLOWANCES CLAIM

PAID

Claim for Month of SEPTEMBER 20 06 Name of Member IAN B HAMILTON Pay No. [REDACTED]

Car (Make/Model) KIA PICANTO Registration No. [REDACTED] Exact Cubic Capacity 1086 cc.

Home Address 52, LYMRIDGE DRIVE, BLACKWOOD, BOLTON BL6 5TS

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER

Date 27/9/2006

Approved [REDACTED]

Date 28/9/06

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount		Miles
	£ : p		
* Subsistence Allowance	:	Normal Mileage	126
Subsistence Allowance (Taxable)	:		
Travel Reimbursement (e.g. Car Park, taxis)	:		
Dependent Carer's Allowance	:		

Details input onto Payroll system:  
By: CM  
Date: 29.9.06

BOLTON MBC  
28 SEP 2006  
PAYROLL SECTION

Notes:  
\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
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**BOLTON METROPOLITAN COUNCIL**  
**MEMBERS ALLOWANCES CLAIM**

Claim for Month of OCTOBER 2003

Name of Member IAN B HAMILTON  
*(Block capitals please)*

Pay No. [REDACTED]

Car (Make/Model) KIA PICANTO

Registration No. [REDACTED]

Exact Cubic Capacity 1086 cc.

Home Address 52, LYMBRIDGE DRIVE BLACKROD BOLTON BL6 5TS

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER Date 1/11/2006

Approved [REDACTED] Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount £ : p		Miles
* Subsistence Allowance	:	Normal Mileage	264
Subsistence Allowance <i>(Taxable)</i>	:		
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:		
Dependent Carer's Allowance	:		

Details input onto Payroll system:  
By: CM  
Date: 1.11.06

Notes:  
\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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PAID

MEMBERS ALLOWANCES CLAIM

Claim for Month of NOVEMBER 2006

Name of Member I.B. HAMILTON

Pay No. [REDACTED]

Car (Make/Model) KIA PICANTO

Registration No. [REDACTED]

Exact Cubic Capacity 1084 cc.

Home Address S2 LYMBRIDGE DRIVE, BLACKWOOD

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 30 NOV 06

Approved [REDACTED] Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	336	Details input onto Payroll system:
Subsistence Allowance (Taxable)	:			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			
				By: <u>CM</u>
				Date: <u>1.12.06</u>

Notes:  
\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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MEMBERS ALLOWANCES CLAIM

DIPAD

Claim for Month of DECEMBER 2006 Name of Member IAN B HAMILTON Pay No. [REDACTED]  
 (Block capitals please)  
 Car (Make/Model) KIA PICANTO Registration No. [REDACTED] Exact Cubic Capacity 1086 cc.  
 Home Address 52, LYMBRIDGE DRIVE, BLACKROD, BOLTON

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 13/12/06  
 Approved [REDACTED] Date \_\_\_\_\_

FOR OFFICIAL USE ONLY (Completed by Committee & Members Services)

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	144.	Details input onto Payroll system: By: <u>cm</u> Date: <u>3.1.07</u>
Subsistence Allowance (Taxable)	:			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

PAID

Claim for Month of JANUARY 2007

Name of Member IAN B HAMILTON  
(Block capitals please)

Pay No.

Car (Make/Model) KIA PICANTO

Registration No.

Exact Cubic Capacity 1086 cc.

Home Address 52, LYMBRIDGE DRIVE BLACKWOOD BOLTON

### DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed MEMBER

Date 28/1/2007

Approved

Date 31/1/07

### FOR OFFICIAL USE ONLY (Completed by Committee & Members Services)

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	144	Details input onto Payroll system:  By: CM Date: 1.2.07
Subsistence Allowance <i>(Taxable)</i>	:			
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:			
Dependent Carer's Allowance	:			

### Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of FEBRUARY 2007

Name of Member IAN HAMILTON  
(Block capitals please)

Pay No.

Car (Make/Model) KIA ACANTO

Registration No.

Exact Cubic Capacity 1086 cc.

Home Address S2 LYMBRIDGE DRIVE BLACKROD BOLTON

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed MEMBER Date 3/3/2007

Approved Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	126	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>6.3.07.</u>
Subsistence Allowance <small>(Taxable)</small>	:			
Travel Reimbursement <small>(e.g. Car Park, taxis)</small>	:			
Dependent Carer's Allowance	:			

**Notes:**

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

DAID

Claim for Month of MARCH/APRIL 2007 Name of Member IAN B HAMILTON Pay No. [REDACTED]  
 (Block capitals please)  
 Car (Make/Model) KIA PICANTO Registration No. [REDACTED] Exact Cubic Capacity 1086 cc.  
 Home Address 52, LYMBRIDGE DRIVE, BLACKROD, BL6 5TS

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 28/4/2007  
 Approved [REDACTED] Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	321	Details input onto Payroll system: By: _____ Date: _____
Subsistence Allowance (Taxable)	:		Pre 1st April 159	
Travel Reimbursement (e.g. Car Park, taxis)	:		Post 1st April 162	
Dependent Carer's Allowance	:			

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

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2007 Date	Particulars of Journeys Description of Approved Duties, including Locations (From & To)	Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
		Departure	Return			£	p	£	p	£	p
MARCH											
01	CANON SLADE TRUSTEES - CANON SLADE	1215	1500	CAR	15						
05	JOINT ADULT SERVICES / HOLDING PDS Town Hall	0830	1030	CAR	18						
06	HEALTH SCOUTING TH	0830	1130	CAR	18						
13	SUPPORTING PEOPLE INITIATIVE TH	1315	1530	CAR	18						
15	AUDIT COMMITTEE TH	0915	1130	CAR	18						
16	LICENSING APPEAL SUB COMMITTEE TH	0915	1145	CAR	18						
19	ADULT SERVICES TH	0830	1100	CAR	18						
19	ENVIRONMENTAL SERVICES TH	1645	1900	CAR	18						
20	WELC TH	1315	1630	CAR	18 159						
APRIL											
03	ADULT SCOUTING / CHAIRS VICE CHAIRS FROM TH	1545	1930	CAR	18						
04	LIBRARY REVIEW PANEL TH	0930	1200	CAR	18						
05	PLANNING TH	0830	1630	CAR	18						
10	WELC TH	1315	1800	CAR	18						
16	LICENSING APPEAL SUB TH	0900	1130	CAR	18						
17	HEALTH OVERVIEW SCOUT TH	0830	1200	CAR	18						
23	INFORMAL COUNCIL - CLIMATE CHANGE TH	1630	1900	CAR	18						
25	OCTAGON PRESENTATION 40 YEARS - OCTAGON T. T.H.	1115	1450	CAR	18						
25	COUNCIL	1730	2130	CAR	162						
					321						
					321						

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.

**HIGSON**

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of FEB 2007

Name of Member J. HIGSON  
*(Block capitals please)*

Pay No. [REDACTED]

Car (Make/Model) CITROEN CS

Registration No. [REDACTED]

Exact Cubic Capacity 2000 cc.

Home Address 1 CARWASOM DRIVE, BOLTON

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

*(For Car Allowance claimants only)*

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

Date 28/2/07

Signed [REDACTED]

MEMBER

Date \_\_\_\_\_

Approved [REDACTED]

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount £ : p		Miles
* Subsistence Allowance	:	Normal Mileage	41
Subsistence Allowance <i>(Taxable)</i>	:		
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:		
Dependent Carer's Allowance	:		

Details input onto Payroll system:

By:

Date:

**Notes:**

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**



# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

DAID

Claim for Month of MARCH 20 07 Name of Member J. Higson (Higson) Pay No.

Car (Make/Model) Citroen CS (Block capitals please) Registration No. Exact Cubic Capacity 2000 cc.

Home Address 1 Cairngorm Dr, Bolton

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed MEMBER Date 31/3/07

Approved Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount		Miles	
* Subsistence Allowance	£ : p	:	42	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>4.6.07</u>
Subsistence Allowance <i>(Taxable)</i>	:	:	41	
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:	:	83	
Dependent Carer's Allowance	:	:		
		Normal Mileage		

Notes:

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**





HOWARTH

PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of APRIL 20 06.

Name of Member P HOWARTH

Pay No.

Car (Make/Model) HYUNDAI GETZ

(Block capitals please)  
Registration No.

Exact Cubic Capacity 1086 cc.

### DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed

MEMBER

Date 1/5/06

Approved

Date 2/5/06

### FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	32	Details input onto Payroll system:  By:  Date:
Subsistence Allowance (Taxable)	:			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

### Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.

Total 32 miles



LORD

MEMBERS ALLOWANCES CLAIM

Claim for Month of May 2006.

Name of Member JAMES LORD  
(Block capitals please)

Pay No. [REDACTED]

Car (Make / Model) FORD MONDEO

Registration No. [REDACTED]

Exact Cubic Capacity 1988 cc.

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER Date 3.7.06

Approved [REDACTED] Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	134	Details input onto Payroll system:
Subsistence Allowance (Taxable)	:			By:
Travel Reimbursement (e.g. Car Park, taxis)	:			Date:
Dependent Carer's Allowance	:			

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.

Particulars of Journeys				Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
Date	Description of Approved Duties, including Locations (From & To)	Time of				£	p	£	p	£	p
MAY											
22.	AREA FORUM MEMBERS MEETING	3.30	5.15	CAR	9						
24	FULL COUNCIL MEETING	6.15	7.45	CAR	9						
JUNE											
	AREA FORUM MEMBERS/OFFICERS MEETING	11.30	1.45	CAR	9						
6	LICENSING COMMITTEE	1.15	4.15	CAR	9						
7	ADULTS P.D.G.	2.00	3.30	CAR	9						
8	ADULT PARTNERSHIP BOARD	9.15	12.00	CAR	9						
12	AREA FORUM	6.15	8.45	CAR	9						
13.	HEALTH OVERVIEW SCRUTINY	8.30	11.45	CAR	9						
13	MEETING WEMORA HOUSE	12.30	1.30	CAR	9						
14	LIC. SUB. COMMITTEE	12.30	1.45	CAR	9						
14	LIC COMMITTEE AGENDA MEETING	4.00	5.15	CAR	9						
20	NEIGHBOURHOOD RENEWAL STRATEGY	2.36	4.00	CAR	9						
26	HOUSING P.D.G.	9.15	11.45	CAR	9						
27	HEALTH OVERVIEW SCRUTINY	9.15	11.15	CAR	9						
27	LICENSING COMMITTEE	1.15	5.00	CAR	9						
28	PRESENTATION CAMPBELL HOUSE	12.30	2.00	CAR	5						
					134						

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of July/AUG 2006

Name of Member JAMES HORD  
(Block capitals please)

Pay No. [REDACTED]

Car (Make / Model) FORD MONDEO

Registration No. [REDACTED]

Exact Cubic Capacity 1988 cc.

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER Date 28.8.06

Approved [REDACTED] Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	147.	Details input onto Payroll system:  By:  Date:
Subsistence Allowance <i>(Taxable)</i>	:			
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:			
Dependent Carer's Allowance	:			

**Notes:**

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**



Date	Particulars of Job	Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
		Departure	Return			£	p	£	p	£	p
JULY											
4	ADULTS SCRUTINY COMM.	5.15	7.00	CAR	9						
5	LIC. COMM AGENDA MEETING	12.00	1.30	CAR	9						
11	LIC SUB COMMITTEE	9.15	10.45	CAR	9						
17	NEIGHBOURHOOD PANEL MEETING	12.45	2.00	CAR	3						
17	HOUSING P.D.G.	2.05	4.10	CAR	9						
18	LIC. ENVIRONMENT COMMITTEE	1.15	4.15	CAR	9						
19	FULL COUNCIL	6.15	8.45	CAR	9						
27	FARNWORTH TOWN CENTRE MEETING	1.30	3.30	CAR	3						
AUG	HEALTH SCRUTINY COMM.	9.00	12.15	CAR	9						
	<del>LIC. COMM AGENDA MEETING</del>	<del>11.30</del>	<del>12.15</del>	<del>CAR</del>	<del>9</del>						
2	NEIGHBOURHOOD MANAGEMENT	5.30	7.15	CAR	9						
7	MILLS SCRUTINY PANEL	12.00	2.00	CAR	9						
8	NEIGHBOURHOOD EAST PANEL	4.45	7.30	CAR	6						
14	G.P. SCRUTINY PANEL	5.30	7.15	CAR	9						
16	ENVIR. SERVICES SCRUTINY COMM	5.30	7.30	CAR	9						
21	LERC MEETING WESTON HOBBS	1.45	2.15	CAR	9						
22	M.O.M. AREA FORUM	3.30	5.00	CAR	9						
22	ADULT SCRUTINY COMM.	5.30	7.45	CAR	9						
23	LIC. AGENDA MEETING	11.00	12.30	CAR	9						
					147						

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.

**BOLTON METROPOLITAN BOROUGH COUNCIL**

**MEMBERS ALLOWANCES CLAIM**

*MHA*

Claim for Month of SEP/OCT 2006

Name of Member JAMES LORI  
*(Block capitals please)*

Pay No. [REDACTED]

Car (Make/Model) FORD MONDEO

Registration No. [REDACTED]

Exact Cubic Capacity 1988 cc.

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER Date 24-10-06

Approved [REDACTED] Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )**

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	157	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>26/10/06</u>
Subsistence Allowance <i>(Taxable)</i>	:			
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:			
Dependent Carer's Allowance	:			

**Notes:**

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**

Date	Particulars of Job	Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
		Departure	Return			£	p	£	p	£	p
1 <sup>st</sup>	MEETING WESON HOUSE/RE STARCLIFFE ST	9.30	12.15	CAR	9						
11	FARNWORTH/KEARLET AREA FORUM	6.15	8.45	CAR	4						
19	RE-STARCLIFFE ST. WESON HOUSE	10.15	12.30	CAR	9						
20	LIC COMM AGENDA MEETING	11.30	1.45	CAR	9						
22	LIC COMM TRAINING SESSION	9.15	12.00	CAR	9						
27	INFORMAL COUNCIL MEETING	4.30	6.30	CAR	9						
001 2	CAR PARKING P.D.C	3.30	6.00	CAR	9						
3	LIC. ENV. COMMITTEE MEETING	1.15	4.30	CAR	9						
9	AREA FORUM MEMBERS ONLY	3.30	6.00	CAR	9						
10	ADULTS SCRUTINY PANEL	5.30	6.45	CAR	9						
11	MEETING RE-STARCLIFFE ST. ROOM 220	8.45	10.15	CAR	9	-					
11	LIC. AGENDA MEETING	11.30	1.00	CAR	9						
11	ENVOR. SERVICES SCRUTINY COMM	5.30	7.30	CAR	9						
12	ADULT PART. BOARD	9.30	11.45	CAR	9						
16	CHAIR & V/CHAIR AREA FORUM MEETING	5.30	7.15	CAR	9						
18	TAXI CONSULTATIVE COMM	9.30	12.00	CAR	9						
23	HOUSING POLICY DEV GROUP	12.30	3.00	CAR	9						
24	LIC. ENVIR COMM. MEETING	1.30	4.00	CAR	9						
					157						

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2<sup>nd</sup> OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.

MEMBERS ALLOWANCES CLAIM

DAD

Claim for Month of Oct 2006

Name of Member JAMES LORD  
(Block capitals please)

Pay No. [REDACTED]

Car (Make/Model) FORD MONDEO

Registration No. [REDACTED]

Exact Cubic Capacity 1988 cc.

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER

Date 20.12.06

Approved [REDACTED]

Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	119.	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>3.1.07</u>
Subsistence Allowance (Taxable)	:			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.



# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of JAN / FEB 2007

Name of Member JAMES LORD

Pay No. [REDACTED]

Car (Make/Model) FORD MONDEO

(Block capitals please)  
Registration No. [REDACTED]

Exact Cubic Capacity 1988 cc.

Home Address 22, LINGFIELD CLOSE, FARWORTH

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form, and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED]

MEMBER

Date 27-2-07

Approved [REDACTED]

Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY (Completed by Committee & Members Services)**

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	130	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>22.3.07</u>
Subsistence Allowance (Taxable)	:			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

**Notes:**

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**

Particulars of Journeys		Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
Date	Description of Approved Duties, including Locations (From & To)	Departure	Return			£	p	£	p	£	p
DAN											
8	HOUSING P.D.G	3.15	5.30	CAR	9.						
9	LIC. ENVIRONMENT COMMITTEE	1.15	3.30	CAR	9						
12	LIC. SUB. COMM. HEARING	9.15	1.00	CAR	9						
15	AREA FORUM	6.15	9.00	CAR	4						
16	HEALTH OVERVIEW SCRUTINY	9.00	11.30	CAR	9						
23	NEIGHBOURHOOD EAST PANEL MEETING	5.30	7.45	CAR	6						
25	FARNWORTH MANAGEMENT BOARD	5.45	8.15	CAR	4						
29	NEIGHBOURHOOD WEST PANEL	6.15	8.30	CAR	4						
30	LIC. ENVOR. COMMITTEE	1.15	3.30	CAR	9						
31	INFORMAL COUNCIL	4.15	6.15	CAR	9						
FEB 6	HEALTH SCRUTINY	9.00	12.15	CAR	9						
7	ENVIR. SERVICES SCRUTINY	5.15	8.00	CAR	9						
8	ADULTS SCRUTINY	9.15	11.30	CAR	9						
14	HACKNEY PARRIDGE PANEL	9.15	12.30	CAR	9						
19	NEIGHBOURHOOD WEST PANEL	12.45	3.00	CAR	4						
21	COUNCIL BUDGET MEETING	6.15	8.45	CAR	9						
27	LIC. ENVOR. COMMITTEE	1.15	4.00	CAR	9						
					130		MLD				

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.

10  
8

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of MARCH/APRIL 2007

Name of Member JAMES LORD  
(Block capitals please)

Pay No. [REDACTED]

Car (Make/Model) FORD MONDEO

Registration No. [REDACTED]

Exact Cubic Capacity 1988 cc.

Home Address 22, LINGFIELD CLOSE, FARNWORTH

### DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

*(For Car Allowance claimants only)*

Signed [REDACTED]

MEMBER

Date 26.4.07

Approved [REDACTED]

Date \_\_\_\_\_

### FOR OFFICIAL USE ONLY. (Completed by Committee & Members Services)

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	134	Details input onto Payroll system:  By: <u>CM</u> Date: <u>3.5.07</u>
Subsistence Allowance <i>(Taxable)</i>	:		Pre 1st April 89	
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:		Post 1st April 45	
Dependent Carer's Allowance	:			

### Notes:

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**

**If any details are missing, the form will be returned and payment therefore delayed.**





MORRIS

MEMBERS ALLOWANCES CLAIM

Claim for Month of MAY/JUNE/JULY 2006 Name of Member Cliff Morris Pay No. [REDACTED]

Car (Make/Model) GOLF Registration No. [REDACTED] Exact Cubic Capacity 2 cc.

Home Address [REDACTED]

DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 8/7/06

Approved [REDACTED] Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	236.	Details input onto Payroll system:
Subsistence Allowance (Taxable)	:			By:
Travel Reimbursement (e.g. Car Park, taxis)	:			Date:
Dependent Carer's Allowance	:			

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised. If any details are missing, the form will be returned and payment therefore delayed.



MEMBERS ALLOWANCES CLAIM

Claim for Month of sep 2006 Name of Member CLIFFORD MORRIS Pay No. [REDACTED]  
 (Block capitals please)  
 Car (Make / Model) GOLF Registration No. [REDACTED] Exact Cubic Capacity 2-0 cc.  
 Home Address [REDACTED]

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 2/10/06  
 Approved [REDACTED] Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	259.	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>2.10.06</u>
Subsistence Allowance (Taxable)	:			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.



MEMBERS ALLOWANCES CLAIM

PAID

Claim for Month of Oct Nov - 20 06

Name of Member CHIEFORD MORRIS

Pay No. [REDACTED]

Car (Make/Model) ROLF

Registration No. [REDACTED]

Exact Cubic Capacity 200 cc.

Home Address \_\_\_\_\_

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER

Date 1/12/06

Approved [REDACTED]

Date \_\_\_\_\_

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount		Miles
* Subsistence Allowance	£ : p	Normal Mileage	280
Subsistence Allowance (Taxable)	9 : 50		
Travel Reimbursement (e.g. Car Park, taxis)	:		
Dependent Carer's Allowance	:		

Details input onto Payroll system:  
By: CM  
Date: 1.12.06

Notes:

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.



Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.





PEEL

MEMBERS ALLOWANCES CLAIM


Claim for Month of JUNE 2006 Name of Member NICK PEEL Pay No.   
 Car (Make / Model) ROVER 25 Registration No.  Exact Cubic Capacity 1.4 cc.  
 Home Address 45 BIRKDALE GARDENS, BL3 5ES


**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed  MEMBER Date 01/09/06

Approved  Date 01/09/06

FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles	
* Subsistence Allowance		Normal Mileage	47	Details input onto Payroll system:  By:  Date:
Subsistence Allowance (Taxable)	20 : 31			
Travel Reimbursement (e.g. Car Park, taxis)	:			
Dependent Carer's Allowance	:			

Notes:  
 \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.

Date	Particulars of Journeys Description of Approved Duties, including Locations (From & To)	Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
		Departure	Return			£	P	£	P	£	P
1/6	HOME → T.H → HOME / PLANNING COM. + SITE VISITS	8.50	5.00	CAR	2					6	77
2/6	" PLANNING AGENDA	7.00	2.30	"	2						
5/6	" EXEC BRIEFING	11.30	1.30	"	2						
6/6	HOME → CASTLE HILL → HOME / COMMUNITY PANEL	12.30	3.30	"	5.5						
7/6	HOME → T.H → HOME / ADULTS PDB (SUB)	2.10	3.50	"	2						
8/6	" ENVIRONMENT PDB	4.30	7.00	"	2						
12/6	" EXEC BRIEF	10.10	12.30	"	2						
12/6	" EXEC	2.45	4.30	"	2						
13/6	" PLANNING SITE VISITS	11.00	1.30	"	2						
14/6	" TRANSPORT PARTNERSHIP	1.15	3.30	"	2					6	77
15/6	" PLANNING COM + SITE VISITS	9.00	4.30	"	2						
16/6	" PLANNING AGENDA	1.00	2.30	"	2						
19/6	" EXEC BRIEF	11.15	2.00	"	2						
19/6	" PLANNING TRAINING	5.00	8.00	"	2						
20/6	HOME → CASTLE HILL → HOME / NEIGHBOURHOOD PANEL	12.30	3.30	"	5.5						
21/6	HOME → TH → HOME / ENV. SPECIAL SCRUTINY	4.30	6.30	"	2						
26/6	" D+R SCRUTINY	5.30	7.30	"	2						
28/6	" PLANNING SITE VISITS	9.30	11.30	"	2					6	77
29/6	" PLANNING COM + SITE VISITS	9.00	5.00	"	2						
30/6	" SPECIAL COUNCIL	4.30	6.30	"	2						
					47					20	31

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.



Date	Details of incidental expenses claimed	£	p
	[REDACTED]		

**DECLARATION**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown overleaf; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made and will not make any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated overleaf.

(b) (For car allowance claimants only - delete if not applicable.)  
I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

Date 1st September 2006 Signature of Member [Signature]

**NOTES**

**1. CONDITIONS AND METHOD OF CLAIM**

(a) Claims should be completed to the end of the calendar month and submitted to Committee and Members Services.

(b) Notwithstanding (a) no claim can be paid where it is submitted more than two calendar months after the day of the specific duty has taken place.

Payment will be made by cheque/bank transfer credit each month.

**2. TRAVELLING ALLOWANCES**

(i) Rate for travel by public service shall not exceed lower available first class fare. Rail Travel Warrants, which are provided should be used whenever possible.

(ii) The following rates apply for motor car or tri-car where cylinder capacity:

- (a) not exceeding 999cc 32.5p a mile
- (b) exceeding 999cc but not exceeding 1199cc 36.3p a mile
- (c) exceeding 1199cc 44.8p a mile

(i) Increase of 1p a mile of each passenger to whom travelling expenses would otherwise be payable for a maximum of four.  
Rates for motor cycle travel are available on request. Mileage is to be calculated by reference to the shortest practicable route unless use of a motorway results in substantial saving of time details of which must be given.

**3. SUBSISTENCE ALLOWANCES**

For an absence not involving an absence overnight from the usual place of residence of four hours:

- (a) the whole of which is before 11.00 a.m. (Breakfast Allowance) £4.77
- (b) which includes the whole of the period between 12 noon and 2.00 p.m. (Lunch Allowance) £6.57
- (c) which includes the whole of the period between 3.00 p.m. and 6.00 p.m. (Tea Allowance) £2.59
- (d) which extends beyond 7.00 p.m. (Evening Meal Allowance) £8.13

All rates of Subsistence Allowance are to be reduced by the appropriate amount (see above) in respect of any meal provided free of charge by the Authority or other body during the period to which the allowance relates. (Where a tea is provided the sum of £2.59 should be deducted from any claim for Evening Meal Allowance).

The rate of absence overnight from the usual place of residence covering a continuous period of 24 hours is not to exceed the sum of £77.43 with the proviso that for an absence in London or attendance at Annual Conference of the LGA (or such other body approved by the Secretary of State) the rate may be increased by a supplementary allowance not exceeding £10.88. These rates shall be reduced by the amount shown in 3(a) above in respect of any meal provided free of charge by an authority or body during the period in which the allowance relates.

**4. ATTENDANCE ALLOWANCE - GREATER MANCHESTER PASSENGER TRANSPORT AUTHORITY (GMPTA)**

Standard rate of £32.50 per day.

FOR OFFICIAL USE ONLY									
Pay Ref				Expend Code	Job Code	Pay Code	£	p	Class
				Attendance Allowance	434 46 30	15200	21		2
				Subsistence Allowance (Taxable)	434 46 31	15200	22		2
				Subsistence Allowance	434 46 31	15200	22		6
				Travel Reimbursement	434 46 31	15200	25		6
				Travel Allowance	434 46 31	15200	26		6

MEMBERS ALLOWANCES CLAIM

241

Claim for Month of JULY 20 06 Name of Member NICK PEEL Pay No. [REDACTED]  
 Car (Make/Model) ROVER 25 Registration No. [REDACTED] Exact Cubic Capacity 1.4 cc.  
 Home Address 45 BIRKDALE GARDENS, BL3 5ES

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 01/01/06  
 Approved [REDACTED] Date 01/09/06

FOR OFFICIAL USE ONLY (Completed by Committee & Members Services)

	Amount £ : p		Miles	
* Subsistence Allowance		Normal Mileage	35	Details input onto Payroll system:  By:  Date:
Subsistence Allowance (Taxable)	20 : 31			
Travel Reimbursement (e.g. Car Park, taxis)				
Dependent Carer's Allowance				

Notes:  
 \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.









MEMBERS ALLOWANCES CLAIM

PAID

Claim for Month of AUGUST 2006

Name of Member NICHOLAS PEEL

Pay No. [REDACTED]

Car (Make/Model) ROVER 25

Registration No. [REDACTED]

Exact Cubic Capacity \_\_\_\_\_ cc.

Home Address 45 BIRKDALE GARDENS, BL3 5ES

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER

Date 01/09/06

Approved [REDACTED]

Date 01/09/06

FOR OFFICIAL USE ONLY (Completed by Committee & Members Services)

	Amount £ : p
* Subsistence Allowance	
Subsistence Allowance <i>(Taxable)</i>	20 : 31
<b>TOTAL</b>	<b>60 : 93</b>
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	
Dependent Carer's Allowance	

Normal Mileage

TOTAL

Miles
25.5
107

Details input onto Payroll system:

By:

Date:

Notes:

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.

Date	Particulars of Journeys Description of Approved Duties, including Locations (From & To)	Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
		Departure	Return			£	p	£	p	£	p
21/8	HOME → CASTLE HILL → HOME / NEIGHBOURHOOD PANEL	12:30	3:00	CAR	5.5						
3/8	HOME → TH → HOME / VALUING DIVERSITY W.P.	3:30	6:00	"	2					6	77
10/8	" PLANNING COM + SITE VISITS	8:45	4:30	"	2						
11/8	" PLANNING AGENDA	1:00	2:30	"	2						
14/8	" EXEC BRIEF	10:00	12:30	"	2						
14/8	" D+R SCRUTINY	5:30	7:30	"	2						
15/8	" ENV. PDG	4:30	6:30	"	2						
16/8	" ENV. SCRUTINY	5:30	7:30	"	2					6	77
21/8	" / D+R PDG - EXEC - CORP ISSUES SCRUTINY EXEC BRIEF - HOUSING PDG	8:00 <sup>AM</sup>	8:30 <sup>PM</sup>	"	2					6	77
24/8	" PLANNING COM + SITE VISTS	10:00	4:30	"	2						
25/8	" PLANNING AGENDA	10:00	2:30	"	2						
					25.5					20	31

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of SEPTEMBER 20 06 Name of Member NICHOLAS PEEL Pay No. [REDACTED]

Car (Make/Model) ROVER 25 Registration No. [REDACTED] Exact Cubic Capacity 1.4 cc.

Home Address 45, BL3 5ES

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of [REDACTED] driving licence and have adequate insurance cover for the use of my vehicle on Council business. (For Car Allowance claimants only)

Signed [REDACTED] MEMBER Date 06/12/06

Approved [REDACTED] Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY (Completed by Committee & Members Services)**

	Amount £ : p	Normal Mileage	Miles	Details input onto Payroll system:
* Subsistence Allowance	:		<del>22</del>	
Subsistence Allowance (Taxable)	<del>25.49</del> 71.64		<del>84</del>	By: <u>CM</u>
Travel Reimbursement (e.g. Car Park, taxis)	<del>9.79</del> 37.38			Date: <u>7.12.06</u>
Dependent Carer's Allowance	:			

**Notes:**

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**



PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of OCTOBER 2006

Name of Member NICHOLAS PEEL

Pay No. [REDACTED]

*(Block capitals please)*

Car (Make/Model) ROVER 25

Registration No. [REDACTED]

Exact Cubic Capacity 1.4 cc.

Home Address 45, BL3 5ES

### DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED]

MEMBER

Date 06/12/06

Approved [REDACTED]

Date \_\_\_\_\_

### FOR OFFICIAL USE ONLY (Completed by Committee & Members Services)

	Amount £ : p	Normal Mileage	Miles	
* Subsistence Allowance	:		26.	Details input onto Payroll system:
Subsistence Allowance (Taxable)	9 : 16			By:
Travel Reimbursement (e.g. Car Park, taxis)	11 : 57			Date:
Dependent Carer's Allowance	:			

### Notes:

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.

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PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of NOVEMBER 20 06

Name of Member NICHOLAS PEEL  
(Block capitals please)

Pay No. [REDACTED]

Car (Make/Model) ROVER 25

Registration No. [REDACTED]

Exact Cubic Capacity 1.4 cc.

Home Address 45, BL3 5ES

### DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a [REDACTED] driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER

Date 06/12/06

Approved [REDACTED]

Date \_\_\_\_\_

### FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	36	Details input onto Payroll system:  By:  Date:
Subsistence Allowance <small>(Taxable)</small>	37 : 00			
Travel Reimbursement <small>(e.g. Car Park, taxis)</small>	16 : 02			
Dependent Carer's Allowance	:			

### Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**





# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

DAD

Claim for Month of JANUARY 20 07

Name of Member NICHOLAS PEEL  
(Block capitals please)

Pay No. [REDACTED]

Car (Make/Model) ROVER IMPRESSION

Registration No. [REDACTED]

Exact Cubic Capacity 1.4 cc.

Home Address 45 BIRKDALE Gdns, BL3 5ES

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

*(For Car Allowance claimants only)*

Signed [REDACTED]

MEMBER

Date 22/2/07

Approved [REDACTED]

Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY** (Completed by Committee & Members Services)

	Amount		Miles
	£ : p		
* Subsistence Allowance	:	Normal Mileage	62.
Subsistence Allowance <small>(Taxable)</small>	26 : 28.		+ 32
Travel Reimbursement <small>(e.g. Car Park, taxis)</small>	:		74
Dependent Carer's Allowance	:		

Details input onto Payroll system:

By: CM

Date: 27.2.07

**Notes:**

- \* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

**Please note that all Personal Details must be shown above and the form must be both signed and authorised.**  
**If any details are missing, the form will be returned and payment therefore delayed.**


Date	Particulars of Jour Description of Approved Duties, including Locations (From & To)	Time of		Mode of Travel	Miles Claimed	Dependent Carers		Fares and other Expenses		Subsistence Allowance		
		Departure	Return			£	p	£	p	£	p	
8/1	DTR PDG / EXEC BRIEF / EXEC	HOME → T. HALL	9.00	4.00	CAR	2					6	57
9/1	RECYCLING PDG / ENV PDG	"	4.00	6.30	"	2						
10/1	SITE VISTS	"	9.00	12.00	"	2						
10/1	FORUM MOM	"	2.30	4.00	"	2					6	57
11/1	PLANNING + SITE VISITS	"	9.00	4.45	"	2						
16/1	EAST BOLTON MEMBERS	HOME → FIRMED HO	4.30	6.30	"	5						
17/1	ROAD SAFETY PANEL	HOME → T. HALL	1.00	4.00	"	2						
18/1	PLANNING TRAINING	"	11.30	2.00	"	2						
18/1	EAST BOLTON BOARD	HOME → FIRMED	4.30	6.45	"	5						
22/1	EXEC BRIEF	HOME → T. HALL	9.00	12.00	"	2					6	57
23/1	TRANS. PART. CONF / ENV. PDG	"	12.00	6.00	"	2					6	57
25/1	PLANNING + SITE VISTS	"	9.30	4.45	"	2						
29/1	EXEC BRIEF	"	10.00	11.30	"	2						
29/1	DTR SCRUTINY	"	5.30	7.30	"	2						
30/1	PLANNING WORKING PARTY	"	9.30	12.30	"	2						
31/1	INFORMAL COUNCIL	"	4.30	6.00	"	1						
31/1	LEVERHULME FORUM	T. HALL - LEVERHULME SCHOOL	6.00	9.00	"	5						
						42					26	28

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.

Class **STD** Ticket type **DAY RETURN** Adult **ONE** Child **NIL** **OUT**  
 Start Date **12·JNR·07** Number **64741 00240259N52**  
 From **BOLTON \*** Valid until **12·JNR·07** Price **£4·65M**  
 To **MANCHESTER CTLZ** Route **ANY PERMITTED 0851**

Pay No:   
 D  
 21

Surname PEEL Initials NST  
 Addresses: 45 Burdabo Gardens, BL3 5ES.

WANCES JANUARY 20 07

**CAR ALLOWANCE**  
 Car Make \_\_\_\_\_ Model \_\_\_\_\_  
 Reg. No. \_\_\_\_\_ Exact CC \_\_\_\_\_

FORM 2  
 G.M.P.T.A.

Date	Duties	and Time of Departure	Place and Time of Return	Mode of Travel	Official Passengers	Miles	Fares and Incidental Expenses (see over)		Subsistence Allowance		Attendance Allowance	
							£	p	£	p	£	p
12/01	POLICY COM.	BOLTON	MANCHESTER	TRAIN			4	65				

Deduct any amounts received by way of Travelling and Subsistence from any other Authorities or bodies on the above dates and give particulars.

CLAIMS MUST BE SUBMITTED AS SOON AS POSSIBLE AFTER THE END OF EACH MONTH AND BY NO LATER THAN THE 5TH OF EACH MONTH.

Passed for payment by 

Total	@				
Grand Total	£	4	65		

Date	Details of incidental expenses claimed	£	p

- (iii) Increase of 1.0p a mile of each passenger to whom travelling expenses would otherwise be payable for a maximum of four.  
Rates for motor cycle travel are available on request. Mileage is to be calculated by reference to the shortest practicable route unless use of a motorway results in substantial saving of time; details of which must be given.

### 3. SUBSISTENCE ALLOWANCES

- For an absence not involving an absence overnight from the usual place of residence of four hours:-
- (a) the whole of which is before 11.00 a.m. (Breakfast Allowance) £4.77
  - (b) which includes the whole of the period between 12 noon and 2.00 p.m. (Lunch Allowance) £6.57
  - (c) which includes the whole of the period between 3.00 p.m. and 6.00 p.m. (Tea Allowance) £2.59
  - (d) which extends beyond 7.00 p.m. (Evening Meal Allowance) £8.13

All rates of Subsistence Allowance are to be reduced by the appropriate amount (see above) in respect of any meal provided free of charge by the Authority or other body during the period to which the allowance relates. (Where a tea is provided the sum of £2.59 should be deducted from any claim for Evening Meal Allowance).

The rate of absence overnight from the usual place of residence covering a continuous period of 24 hours is not to exceed the sum of £77.43 with the proviso that for an absence in London or attendance at Annual Conference of the LGA (or such other body approved by the Secretary of State) the rate may be increased by a supplementary allowance not exceeding £10.88. These rates shall be reduced by the amount shown in 3(a) above in respect of any meal provided free of charge by an authority or body during the period in which the allowance relates.

### 4. ATTENDANCE ALLOWANCE - GREATER MANCHESTER PASSENGER TRANSPORT AUTHORITY (GMPTA)


Standard rate of £32.50 per day.

### DECLARATION

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown overleaf; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made and will not make any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated overleaf.

(b) (For car allowance claimants only - delete if not applicable.)  
I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

Date 22/2 20 07 Signature of Member 

### NOTES

#### 1. CONDITIONS AND METHOD OF CLAIM

- (a) Claims should be completed to the end of the calendar month and submitted to Committee and Members Services.
- (b) Notwithstanding (a) no claim can be paid where it is submitted more than two calendar months after the day of the specific duty has taken place.

Payment will be made by cheque/bank transfer credit each month.

#### 2. TRAVELLING ALLOWANCES

- (i) Rate for travel by public service shall not exceed lower available first class fare. Rail Travel Warrants, which are provided should be used whenever possible.
- (ii) The following rates apply for motor car or tri-car where cylinder capacity:
  - (a) not exceeding 999cc 32.5p a mile
  - (b) exceeding 999cc but not exceeding 1199cc 36.3p a mile
  - (c) exceeding 1199cc 44.8p a mile

FOR OFFICIAL USE ONLY						
Pay Ref	Expend Code	Job Code	Pay Code	£	p	Class
	Attendance Allowance	434 46 30	15200	21		2
	Subsistence Allowance (Taxable)	434 46 31	15200	22		2
	Subsistence Allowance	434 46 31	15200	22		6
	Travel Reimbursement	434 46 31	15200	25		6
	Travel Allowance	434 46 31	15200	26		6

PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of FEBRUARY 20 07 Name of Member NICHOLAS PEEL Pay No. [REDACTED]  
 Car (Make/Model) ROVER IMPRESSION Registration No. [REDACTED] Exact Cubic Capacity 1-4 cc.  
 Home Address 45 BIRKDALE GARDENS, BL3 5ES

### DECLARATION:

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER Date 2/3/07  
 Approved [REDACTED] Date \_\_\_\_\_

### FOR OFFICIAL USE ONLY ( Completed by Committee & Members Services )

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	32	Details input onto Payroll system:
Subsistence Allowance (Taxable)	:			By:
Travel Reimbursement (e.g. Car Park, taxis)	:			Date:
Dependent Carer's Allowance	:			

### Notes:

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.

Particulars of Journeys					Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
Date	Description of Approved Duties including Locations (From & To)	Time of		Departure			Return	£	p	£	p	£
1/2	PLANNING TRAINING / ORV ADPT PANEL HOME → T. HALL	11.30	3.30	CAR	2							
5/2	EXECUTIVE	"	"	"	2							
5/2	CORPORATE SCRUTINY	"	"	"	2							
7/2	ENV. SCRUTINY	"	"	"	2							
8/2	SITE VISITS + PLANNING	"	"	"	2						✓	
9/2	PLANNING AGENDA / I-T GROUP	"	"	"	2							
12/2	D+R PDB.	"	"	"	2							
12/2	EXECUTIVE / LEADERS + WHIPS	"	"	"	2							
13/2	ROAD SAFETY PANEL	"	"	"	2							
20/2	RECYCLE PDB / ENV PDB	"	"	"	2						✓	
21/2	COUNCIL	"	"	"	2							
22/2	PLANNING	"	"	"	2							
23/2	PLANNING AGENDA	"	"	"	2							
26/2	EXEC BRIEF	"	"	"	2							
27/2	ENV. PDB	"	"	"	2							
28/2	COUNCIL	"	"	"	2							
						32						

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies on the above dates and give particulars

CLAIMS MUST BE SUBMITTED BY THE 2nd OF EACH MONTH TO GUARANTEE PAYMENT THAT MONTH.

They should be sent to Committee and Members Services for authorisation.






Date	Details of incidental expenses claimed	£	p

**DECLARATION**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown overleaf; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made and will not make any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated overleaf.

(b) (For car allowance claimants only - delete if not applicable.)  
I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

Date 22/2 20 07 Signature of Member 

**NOTES**

**1. CONDITIONS AND METHOD OF CLAIM**

- (a) Claims should be completed to the end of the calendar month and submitted to Committee and Members Services.
- (b) Notwithstanding (a) no claim can be paid where it is submitted more than two calendar months after the day of the specific duty has taken place.

Payment will be made by cheque/bank transfer credit each month.

**2. TRAVELLING ALLOWANCES**

- (i) Rate for travel by public service shall not exceed lower available first class fare. Rail Travel Warrants, which are provided should be used whenever possible.
- (ii) The following rates apply for motor car or tri-car where cylinder capacity:
- (a) not exceeding 999cc 32.5p a mile
  - (b) exceeding 999cc but not exceeding 1199cc 36.3p a mile
  - (c) exceeding 1199cc 44.8p a mile

- (iii) Increase of 1.0p a mile of each passenger to whom travelling expenses would otherwise be payable for a maximum of four.  
Rates for motor cycle travel are available on request. Mileage is to be calculated by reference to the shortest practicable route unless use of a motorway results in substantial saving of time; details of which must be given.

**3. SUBSISTENCE ALLOWANCES**

- For an absence not involving an absence overnight from the usual place of residence of four hours:-
- (a) the whole of which is before 11.00 a.m. (Breakfast Allowance) £4.77
  - (b) which includes the whole of the period between 12 noon and 2.00 p.m. (Lunch Allowance) £6.57
  - (c) which includes the whole of the period between 3.00 p.m. and 6.00 p.m. (Tea Allowance) £2.59
  - (d) which extends beyond 7.00 p.m. (Evening Meal Allowance) £8.13

All rates of Subsistence Allowance are to be reduced by the appropriate amount (see above) in respect of any meal provided free of charge by the Authority or other body during the period to which the allowance relates. (Where a tea is provided the sum of £2.59 should be deducted from any claim for Evening Meal Allowance).

The rate of absence overnight from the usual place of residence covering a continuous period of 24 hours is not to exceed the sum of £77.43 with the proviso that for an absence in London or attendance at Annual Conference of the LGA (or such other body approved by the Secretary of State) the rate may be increased by a supplementary allowance not exceeding £10.88. These rates shall be reduced by the amount shown in 3(a) above in respect of any meal provided free of charge by an authority or body during the period in which the allowance relates.

**4. ATTENDANCE ALLOWANCE - GREATER MANCHESTER PASSENGER TRANSPORT AUTHORITY (GMPTA)**

Standard rate of £32.50 per day.

FOR OFFICIAL USE ONLY						
Pay Ref	Expend Code	Job Code	Pay Code	£	p	Class
	Attendance Allowance	434 46 30	15200	21		2
	Subsistence Allowance (Taxable)	434 46 31	15200	22		2
	Subsistence Allowance	434 46 31	15200	22		6
	Travel Reimbursement	434 46 31	15200	25		6
	Travel Allowance	434 46 31	15200	26		6





# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of MARCH 2007 Name of Member NICK PEEL Pay No. [REDACTED]  
(Block capitals please)  
 Car (Make/Model) ROVER IMPRESSION Registration No. [REDACTED] Exact Cubic Capacity 1.4 cc.  
 Home Address 45 BIRKDALE Gdns, BL3 5ES

**DECLARATION:**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown on this form; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made, and will not make, any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.

(b) I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business. *(For Car Allowance claimants only)*

Signed [REDACTED] MEMBER Date 18/6/07  
 Approved [REDACTED] Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY** ( Completed by Committee & Members Services )

	Amount £ : p		Miles
* Subsistence Allowance	:	Normal Mileage	35.
Subsistence Allowance <small>(Taxable)</small>	20 : 31		
Travel Reimbursement <small>(e.g. Car Park, taxis)</small>	:		
Dependent Carer's Allowance	:		

Details input onto Payroll system:  
 By: CM  
 Date: 25.6.07

BOLTON MBC

25 JUN 2007

PENSIONS SECTION

**Notes:**

\* Subsistence Allowance is paid non-taxable providing it is linked to a journey more than 5 miles from the normal place of employment, AND you are away for more than 5 hours. In all other circumstances, the reimbursement will be subject to deduction of both Income Tax & National Insurance.

Please note that all Personal Details must be shown above and the form must be both signed and authorised.  
If any details are missing, the form will be returned and payment therefore delayed.





BOLTON METRO

MEMBERS ALLOWANCES

Claim for month of DELETED MARCH 20 07.

Home address: 15 Burdado Gln, BL3 5ES.

Surname PEEL Initials NST

Pay No: [REDACTED]

**CAR ALLOWANCE**

Car Make \_\_\_\_\_ Model \_\_\_\_\_

Reg. No. \_\_\_\_\_ Exact CC \_\_\_\_\_

FORM 2

G.M.P.T.A.

PAID.

Date	Description of Approved Duties	Place and Time of Departure	Place and Time of Return	Mode of Travel	Official Passengers	Miles	Fares and Incidental Expenses (see over)		Subsistence Allowance		Attendance Allowance	
							£	p	£	p	£	p
2/3	POLICY COM.	BOLTON	MANCHESTER	TRAIN	1		4	65				
16/3	G.M.P.T.A.	"	"	"			4	65				
23/3	TRANSPORT NETWORK	"	"	"			4	65				

BOLTON MBC  
25/03/07  
PENSIONS SECTION

Deduct any amounts received by way of Travelling and Subsistence from any other Authorities or bodies on the above dates and give particulars.

CLAIMS MUST BE SUBMITTED AS SOON AS POSSIBLE AFTER THE END OF EACH MONTH AND BY NO LATER THAN THE 5TH OF EACH MONTH.

Passed for payment by [REDACTED]

Total	@					
	@					
Grand Total	£	13	95			

TOTAL 28.55


Date	Details of incidental expenses claimed	£	p

**DECLARATION**

(a) I declare that I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a member of the Bolton Metropolitan Borough Council; that I have actually paid the fares and made other payments shown overleaf; and that the amounts claimed are strictly in accordance with the rates determined by Bolton Metropolitan Borough Council.

I declare that the particulars inserted on this form are correct. Except as shown, I have not made and will not make any claim under any enactment for travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated overleaf.

(b) (For car allowance claimants only - delete if not applicable.)  
I am the holder of a current driving licence and have adequate insurance cover for the use of my vehicle on Council business.

Date 18<sup>th</sup> June 20 07 Signature of Member 

**NOTES**

**1. CONDITIONS AND METHOD OF CLAIM**

(a) Claims should be completed to the end of the calendar month and submitted to Committee and Members Services.

(b) Notwithstanding (a) no claim can be paid where it is submitted more than two calendar months after the day of the specific duty has taken place.

Payment will be made by cheque/bank transfer credit each month.

**2. TRAVELLING ALLOWANCES**

(i) Rate for travel by public service shall not exceed lower available first class fare. Rail Travel Warrants, which are provided should be used whenever possible.

- (ii) The following rates apply for motor car or tri-car where cylinder capacity:
- (a) not exceeding 999cc 32.5p a mile
  - (b) exceeding 999cc but not exceeding 1199cc 36.3p a mile
  - (c) exceeding 1199cc 44.8p a mile

- (iii) Increase of 1.0p a mile of each passenger to whom travelling expenses would otherwise be payable for a maximum of four.  
Rates for motor cycle travel are available on request. Mileage is to be calculated by reference to the shortest practicable route unless use of a motorway results in substantial saving of details of which must be given.

**3. SUBSISTENCE ALLOWANCES**

- For an absence not involving an absence overnight from the usual place of residence of four hours
- (a) the whole of which is before 11.00 a.m. (Breakfast Allowance) £4.
  - (b) which includes the whole of the period between 12 noon and 2.00 p.m. (Lunch Allowance) £6.
  - (c) which includes the whole of the period between 3.00 p.m. and 6.00 p.m. (Tea Allowance) £2.
  - (d) which extends beyond 7.00 p.m. (Evening Meal Allowance) £8.

All rates of Subsistence Allowance are to be reduced by the appropriate amount (see above) in respect of any meal provided free of charge by the Authority or other body during the period to which allowance relates. (Where a tea is provided the sum of £2.59 should be deducted from any claim Evening Meal Allowance).


The rate of absence overnight from the usual place of residence covering a continuous period of hours is not to exceed the sum of £77.43 with the proviso that for an absence in London or attend at Annual Conference of the LGA (or such other body approved by the Secretary of State) the rate may be increased by a supplementary allowance not exceeding £10.88. These rates shall be reduced by the amount shown in 3(a) above in respect of any meal provided free of charge by an authority during the period in which the allowance relates.

**4. ATTENDANCE ALLOWANCE - GREATER MANCHESTER PASSENGER TRANSPORT AUTHORITY (GMPTA)**


Standard rate of £32.50 per day.

FOR OFFICIAL USE ONLY									
Pay Ref				Expend Code	Job Code	Pay Code	£	p	Cl
				Attendance Allowance	434 46 30	15200	21		2
				Subsistence Allowance (Taxable)	434 46 31	15200	22		2
				Subsistence Allowance	434 46 31	15200	22		6
				Travel Reimbursement	434 46 31	15200	25		6
				Travel Allowance	434 46 31	15200	26		6

Class **STD** Ticket type **STD DAY RETURN** Child **NIL** **OUT**  
 From **BOLTON \*** Adult **ONE** Number **87626** 002462599N52  
 To **MANCHESTER CTLZ** Start Date **16·MCH·07** Valid until **16·MCH·07** Price **£4·65M**  
 Route **ANY PERMITTED** 0838



Class **STD** Ticket type **STD DAY RETURN** Adult **ONE** Child **NIL** **OUT**  
 From **BOLTON \*** Start Date **02·MCH·07** Number **82107** 002462599N52  
 To **MANCHESTER CTLZ** Valid until **02·MCH·07** Price **£4·65M**  
 Route **ANY PERMITTED** 0856



Class **STD** Ticket type **STD DAY RETURN** Adult **ONE** Child **NIL** **OUT**  
 From **BOLTON \*** Start Date **23·MCH·07** Number **90553** 002462599N52  
 To **MANCHESTER CTLZ** Valid until **23·MCH·07** Disc **£4·65M**  
 Route **ANY PERMITTED** Validity **ON DATE SHOWN**

