

ADIA

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

PAID

Claim for Month of MAY / 50PT 20 07

Name of Member CLLR E. ADA

Pay No. [REDACTED]

Car (Make/Model) MERCEDES BEA2 C20 CDI

Registration No. \_\_\_\_\_

Exact Cubic Capacity 2151 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 9/12/07

Approved \_\_\_\_\_

Date \_\_\_\_\_

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

Amount	£ : p	£ : 88	6 : 15	Subsistence Allowance	Subsistence Allowance (Taxable)	Travel Reimbursement (e.g. Car Park, taxis)	Dependent Carers Allowance
				Normal Mileage			
				30 Miles			

Details input onto Payroll system: By: GM Date: 31.12.07

### 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 Journeys		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance			
	Description of Approved Duties, including Locations (From & To)				Time of		£	p	£	p	£	p
					Departure	Return						
25.05.07	Africa Meeting - consetion charging Manchester Town Hall		RAIL				2	65	5	88		
29.09.07	ALAN BOGUCK EHAT - BBC MANCHESTER		CAR	20			3	50				
				20			6	15	5	88		

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.

Pizza Hut (UK) Ltd

25/05/07 13:25 Dine In

Store Reg Order Server/Table Party  
215 11 123 M07LA/025 2 11

FCP York St.  
UAT  
451 5697 31

1 PIZZABUFF 4.49  
1 Adult Buff  
1 Glass Juice 1.39

VAT ..... 0.88

TOTAL ..... 5.98

Vat no 454 1466 52  
Service Not Included

05 RECEIPT  
2007 697997%  
29/09 10:0000  
29/09 08:34M  
HOURS 1:26  
TAR-A ..83.50  
PAID...83.50  
CHG ...80.00  
TOTAL ..83.50  
TOTAL ..83.50

Class Ticket type Adult Child  
STD CHEAP DAY RTN ONE NIL OUT  
Start Date Number  
25-MAY-07 45120 0025e2599N53  
From Valid until Disc Price  
BOLTON \* 25-MAY-07 E2.65M  
To Route Validity  
MANCHESTER CT LZ ANY PERMITTED SEE RESTRICTNS

Class Ticket type Adult Child  
STD CHEAP DAY RTN ONE NIL RTN  
Start Date Number  
25-MAY-07 45120 0025e2599N53  
From Valid until Disc Price  
MANCHESTER CT LZ 25-MAY-07 E2.65M  
To Route Validity  
BOLTON \* ANY PERMITTED SEE RESTRICTNS



# Members' Allowances Claim

# Bolton Council

Name Cllr Ebrahim Adia			Home Address ████████████████████████████████████			Pay No. ██████████			
Car Make/Model BMW 325 D ES			Registration ██████████			Exact CC 1995		Month Dec 20 00	

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Signed ██████████	Member	Date 9/12/07
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Subsistence T		Total Miles	292
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT	4.00	Input by	CM
Carer's Allowance		Date	31.12.07

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised ██████████	Members' Services	Date
-----------------------	-------------------	------

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
4/12/07	Sustainable Communities conference Leicester	7:00	18:00	266
6/12/07	Speech at University of Salford on behalf of Bolton MBC	16:30	18:00	26

Subsistence Allowance		Fares and Other Expenses		Dependent Carers Allowance	
£	p	£	4.00 p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p
£	p	£	p	£	p

Please only enter the number of miles. Do not calculate an amount for payment.

Total Miles	Total Amount	Total Amount	Total Amount
292	£ p	£ 4.00 p	£ p

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

AUTH CODE: 9645

Parking  
TPA Arnhem

# RECEIPT

ENTRY	12/04/07	10:36
EXIT	12/04/07	15:13
Paid	12/04/07	14:58
Amount	GBP	4.00
Paid	GBP	4.00
VAT	17.5%	GBP VAT NO STR
217089		
Station POF 1 (4274)		

Thank you

# Members' Allowances Claim

# Bolton Council

Name Cllr Ebrahim Adia *TOYOTA* Home Address [Redacted] Pay No. [Redacted]  
 Car Make/Model ~~BMW 325DES~~ *AVENSIS CS* Registration [Redacted] Exact CC *1995 1794* Month ~~MARCH Dec 2008 20-00~~

I certify that:-

- (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	<i>22</i>
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	<i>CM</i>
Carer's Allowance		Date	<i>3.4.08</i>

Signed [Redacted] Date *15 March 2008*  
 I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.  
 Authorised [Redacted] Members' Services Date

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
<i>7.3.08</i>	Photocall with Ask Development Manchester	12:30	14:30	22
<i>see attached</i>				

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p

Total Miles **22**  
 Total Amount £ p      Total Amount £ p      Total Amount £ p

Please only enter the number of miles. Do not calculate an amount for payment.  
 If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1      All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
 12.10.2007      Payroll Shared Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

ASHCROFT



1  
DRAFT

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of September 2007

Name of Member Philip Ashcroft  
(Block capitals please)

Pay No. [REDACTED]

Car (Make/Model) Jaguar X-TYPE

Registration No. [REDACTED]

Exact Cubic Capacity 1998 cc.

Home Address 89 Junction Rd, Bolton, BUs 4NF.

### 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 2nd Jan 2008

Approved [REDACTED]

Date \_\_\_\_\_

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

	Amount £ : p		Miles
* Subsistence Allowance	:	Normal Mileage	54
Subsistence Allowance <small>(Taxable)</small>	:		108
Travel Reimbursement <small>(e.g. Car Park, taxis)</small>	:		162
Dependent Carer's Allowance	:		

Details input onto Payroll system:

By: CM

Date: 7.1.08

### 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 MBC

7 - JAN 2008

PAYROLL SECTION



11/11/07

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of December 20 07.

Name of Member Philip Acock

Pay No. [REDACTED]

Car (Make / Model) Jaguar X-TYPE

(Block capitals please)  
Registration No. [REDACTED]

Exact Cubic Capacity 1998 cc.

Home Address 80 Junction Rd, Bolton, B23 4NF.

### 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 210 JAN 2008

Approved [REDACTED]

Date \_\_\_\_\_

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	<u>108</u>	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.

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

BOLTON MBC  
7 - JAN 2008  
PAYROLL SECTION

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

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

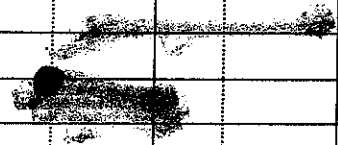
on the above dates and give particulars

Deduct any amounts received by way of Travelling & Subsistence from any other Authorities or bodies

108/

Date	Particulars of Journeys Description of Approved Disbursements Including Locations (From & To)	Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance p	Fares and other Expenses p	Subsistence Allowance p
		Departure	Return					
17 Dec 07	Warrington - 10.45 hrs. Warrington Management Committee				54.			
17 Dec 07	Warrington - 10.45 hrs. Warrington Management Committee				54.			

BOLTON COUNCIL  
 - 7 JAN 2008  
 PAYROLL SHARED  
 SERVICE CENTRE



# Members' Allowances Claim

# Bolton Council

Name Phil Ashcroft	Home Address 89 Junction Road, Deane, Bolton. BL3 4NF	Pay No. [REDACTED]
Car Make/Model Jaguar X-Type	Registration [REDACTED]	Exact CC 1998
	Month January	20 08

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	416
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	CM
Carer's Allowance		Date	3.4.08

Signed [REDACTED]	Member	Date 27 Feb 08
I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.		
Authorised [REDACTED]	Members' Services	Date

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
9-Jan-2008	North of England Education Conference, Cardiff	9:00		208
11-Jan-2008	North of England Education Conference, Cardiff		18:00	208

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p

Total Miles  
416

Total Amount	Total Amount	Total Amount
£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

Payroll Share Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW



**BURROWS**

PHD

**BOLTON METROPOLITAN BOROUGH COUNCIL**

**MEMBERS ALLOWANCES CLAIM**

Claim for Month of June 20 07

Car (Make/Model) Hyundai Matrix

Home Address 5 Dee Drive Keasley Bolton

Name of Member Ellie D. Burrows

Pay No. [Redacted]

Registration No. [Redacted] (Block capitals please)

Exact Cubic Capacity 1599 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 9.7.07

Approved [Redacted] Date \_\_\_\_\_

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

Amount	£ : p	:	Normal Mileage	Miles	Details input onto Payroll system:
* Subsistence Allowance	79	82	Normal Mileage	175	By: CM
Subsistence Allowance (Taxable)	5	00	Non-Taxable		Date: 30.7.07
Travel Reimbursement (e.g. Car Park fees)					
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 Jour		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
11/6/07	North West Coalfields Lamington + Return to home address	11.00am	17.00	C	40						
7/6/07	External Organisation Scrubury Home address to Bolton + return	13.00	17.00	C	10						
8/6/07	Coalfields Community Campaign AGM Home address to Rotherham + Return. car parking	16.00	18.00	C	125			5.00		79	82
					175			5.00		79	82

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.

DN PARK HOTEL

ROAD

RL 14M

M37L 34

TID36080329

AID : A0000000031010

UISA



\*\*\*\* \*  
EXP 11/09

1bc

START 12/06

ISSUE 03

SALE

CARDHOLDER COPY

PLEASE KEEP THIS RECEIPT  
FOR YOUR RECORDS

AMOUNT £98.00

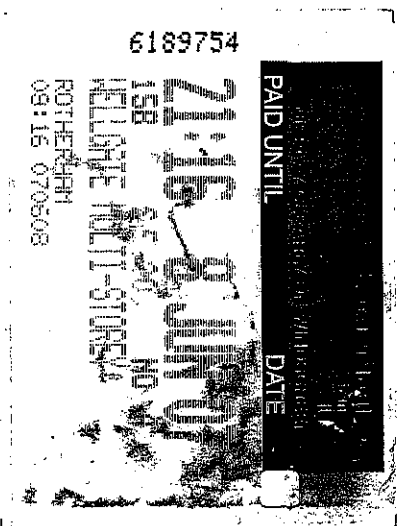
Verified by PIN

THANK YOU

09:07 08/06/07 401F3:00

AUTH CODE: 008234

RECEIPT 0342





## Members' Allowances Claim

PAYED

Name D BURROWS		Home Address 5 DEE DRIVE KEARSLEY		Pay No [Redacted]
Car Make/Model HYUNDAI MATRIX		Registration [Redacted]		Exact CC 1599
		Month October		20 07

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

Signed	Member [Redacted]	Date 11/10/07
Authorised	Members' Services [Redacted]	Date [Redacted]

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Subsistence T	Subsistence NT	Expenses NT	Carer's Allowance
Total Miles 30.120	For Payroll Use Only CM	Input by [Redacted]	Date 22.11.07

**FOR MEMBERS' SERVICES USE ONLY**

Date	Reason for Journey (Including From and To)	Time of Departure	Time of Return	Miles Claimed	Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
9-Oct-2007	ADULT SERVICES	17:00	19:30	10	£	£	£
12-Oct-2007	THE ALLIANCE NTH WEST	11:00	16:30	40	£	£	£
15-Oct-2007	AREA FORUM MEMBERS ONLY	15:30	18:00	10	£	£	£
24-Oct-2007	COUNCIL	18:00	21:30	10	£	£	£
9-Oct-2007	HOME TO BOLTON & RETURN				£	£	£
12-Oct-2007	HOME TO WARRINGTON & RETURN				£	£	£
15-Oct-2007	HOME TO BOLTON & RETURN				£	£	£
24-Oct-2007	HOME & RETURN				£	£	£

Please only enter the number of miles. Do not calculate an amount for payment.

Total Miles 70

£	£	£	£	£
Total Amount	Total Amount	Total Amount	Total Amount	Total Amount

Number of Additional Sheets Used

If you require more lines, please use a Members' Allowances Additional Sheet. All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to Payroll Services, 5th Floor, Paderborn House, Bolton BL1 1JW.

# Members' Allowances Claim

# Bolton Council

Name D BURROWS	Home Address 5 DEE DRIVE KEARSLEY		Pay No.
Car Make/Model HYUNDIRA MATRIX	Registration	Exact CC 1599	Month NOV 20 007

- I certify that:-
- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
  - (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
  - (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
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  - (e) 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.
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### FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	84
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	cm
Carer's Allowance		Date	7.1.08

Signed	Member	Date	2-Jan-2008
I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.			
Authorised	Members' Services	Date	

Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence		Fares and		Dependent	
		Departure	Return		Allowance	Other Expenses	Carers Allowance			
8-Nov-2007	EXT ORGANISATION COMMITTEE				£	p	£	p	£	p
	HOME TO BOLTON AND RETURN	13:00	16:00	10	£	p	£	p	£	p
23-Nov-2007	ALLIANCE NORTH WEST				£	p	£	p	£	p
	HOME TO KNOWSLEY AND RETURN	10:00	15:30	54	£	p	£	p	£	p
27-Nov-2007	ADULT SERVICES COMMITTEE				£	p	£	p	£	p
	HOME TO BOLTON AND RETURN	17:00	20:00	10	£	p	£	p	£	p
28-Nov-2007	YOUTH CHALLENGE				£	p	£	p	£	p
	HOME TO BOLTON AND RETURN	16:00	18:30	10	£	p	£	p	£	p

Total Miles	84	Total Amount	£	p	£	Total Amount	£	p	Total Amount	£	p
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Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

Payroll Share service Centre, 5th Floor, Paderborn House, B n BL1 1JW

7 - JAN 2008

PAYROLL SECTION



**BYRNE J**

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of August 20 07  
 Name of Member Stuart Bryant Pay No. [REDACTED]  
 Car (Make/Model) Lincoln Picasso Registration No. [REDACTED] Exact Cubic Capacity 1984  
 Home Address 2, Manor Vicars, Astor Gate Lane, BAE1 1RM

PAYROLL SECTION  
 BOLTON MBO  
 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 30/01/07  
 Approved [REDACTED] Date \_\_\_\_\_

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

Amount	Normal Mileage	Miles	Date:
* Subsistence Allowance	6:77	122	By: _____
Subsistence Allowance (Taxable)			Date: _____
Travel Reimbursement (e.g. Car Park, taxis)			
Dependent Carer's Allowance			

Details input onto Payroll system: \_\_\_\_\_

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





# Members' Allowances Claim

PAID

Name Cllr John Byrne		Home Address 2 Manor Villas, Manor Gate Road, Breightmet, Bolton		Pay No. [REDACTED]
Car Make/Model Citroen Xsara Picasso		Registration [REDACTED]	Exact CC 1984	Month September 20 00

I certify that:-  
 (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.  
 (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.  
 (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.  
 (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council. I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.  
 (e) 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.  
 (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

Signed [REDACTED]	Member	Date 24-Dec-2007
Authorised [REDACTED]	Members' Services	Date [REDACTED]

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Subsistence T	Subsistence NT	Carer's Allowance
Expenses NT	Input by	Date
For Payroll Use Only	CM	31.12.07
Total Miles 91		

**FOR MEMBERS' SERVICES USE ONLY**

I have actually paid the fares and made

Date	Reason for Journey (including From and To)	Time of Departure	Time of Return	Miles Claimed	Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
3-Sep-2007	Executive and Executive Briefing (Work to Home)	12:30	17:25	9	£	£	p
5-Sep-2007	Cycling Forum (work to Home)	17:00	18:45	9	£	£	p
9-Sep-2007	Great Lever Dance School (Home to Home)	18:30	21:30	6	£	£	p
10-Sep-2007	Executive Briefing (Work to Work)	9:00	12:30	12	£	£	p
19-Sep-2007	PDP at Castle Hill (work to Home)	17:00	18:30	9	£	£	p
20-Sep-2007	Area Forum (Prestwich to Home)	20:30	21:30	14	£	£	p
24-Sep-2007	Executive Briefing (Work to Home)	9:30	12:30	12	£	£	p
25-Sep-2007	Childrens Serv. & YP & Sport Exec. (W to Work)	16:00	18:30	12	£	£	p
26-Sep-2007	Little Lever Youth Council MTG (Home to Home)	18:30	20:00	6	£	£	p
29-Sep-2007	SRB event (Home To Home)	10:30	11:30	2	£	£	p
				Total Miles	£	£	p
				Total Amount	£	£	p
				Total Amount	£	£	p

Please only enter the number of miles. Do not calculate an amount for payment. Total Miles 91

If you require more lines, please use a Members' Allowances Additional Sheet

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to Payroll SHA [REDACTED] Bolton BL1 1JW

# Members' Allowances Claim

# Bolton Council

Name Cllr John Byrne	Home Address 2 Manor Villas, Manor Gate Road, Brightmet, Bolton	Pay No. [REDACTED]
Car Make/Model Citroen Xsara Picasso	Registration [REDACTED]	Exact CC 1984
	Month October	2007

- I certify that:-
- (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
  - (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
  - (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
  - (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
  - (e) Except as shown, I have not made, and will not make, any claim under any enactment with travelling or subsistence expenses or allowances, or financial loss allowance or attendance allowance in connection with the duties indicated on this form.
  - (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Signed [REDACTED] Member	Date 27/12/2007
I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.	
Authorised [REDACTED] Members' Services	Date

Subsistence T	8.38	Total Miles	45.
Subsistence NT		For Payroll Use Only	
Expenses NT			
Carer's Allowance			
		Input by	
		Date	

Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence Allowance		Fares and Other Expenses		Dependent Carers Allowance	
		Departure	Return		£	p	£	p	£	p
1-Oct-2007	Executive and Exec Briefing (Bury to Home)	13:00	17:10	9	£	p	£	p	£	p
3-Oct-2007	Cycle Forum (Bury to Home)	17:00	19:00	9	£	p	£	p	£	p
23-Oct-2007	Executive Childrens & Sport (Bury to Home)	16:00	18:00	9	£	p	£	p	£	p
24-Oct-2007	Director meeting (Bury to Home)				£	p	£	p	£	p
24-Oct-2007	Full Council	17:00	21:45	9	£	8.38 p	£	p	£	p
29-Oct-2007	Exec Briefing & Exec (Bury to Home)	12:30	17:00	9	£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p

Please only enter the number of miles. Do not calculate an amount for payment.	Total Miles	Total Amount	Total Amount	Total Amount
	45	£ 8.38 p	£ p	£ p

If you require more lines, please use a Members' Allowances Additional Sheet Number of Additional Sheets Used

PAY-M1 All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

12.10.2007 Payroll Shared Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

# Members' Allowances Claim

PAID

Name Cllr John Byrne		Home Address 2 Manor Villas, Manor Gate Road, Broughton, Bolton		Pay No. [REDACTED]
Car Make/Model Citroen Xsara Picasso		Registration [REDACTED]		Exact CC 1984
		Month November		Year 2007

I certify that:-  
 (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.  
 (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.  
 (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.  
 (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.  
 (e) 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.  
 (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

Signed [REDACTED]	Member Date 27/12/07
Authorised [REDACTED]	Members' Services Date [REDACTED]

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Subsistence T	8.38	Total Miles	120
Subsistence NT	[REDACTED]	For Payroll Use Only	
Expenses NT		Input by	
Carer's Allowance		Date	

Date	Reason for Journey (including From and To)	Time of Departure	Time of Return	Miles Claimed	Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
5-Nov-2007	Executive Briefing (Bury to Bury)	10:00	13:20	12	£	£	£
6-Nov-2007	Childrens Trust & YMCA AGM (Bury to Home)	16:00	21:00	9	£	£	£
7-Nov-2007	Director Briefing (Bury to Home)	17:00	19:10	9	£	£	£
8-Nov-2007	M. Asquiths Performance appraisal (Bury to Home)	16:30	18:00	9	£	£	£
12-Nov-2007	Adults & Culture PDG (Bury to Home)	15:30	16:45	9	£	£	£
13-Nov-2007	Director Briefing (Bury to Home)	16:30	18:20	9	£	£	£
14-Nov-2007	Joint PDG Children and Sports (Bury to Home)	17:00	19:00	9	£	£	£
16-Nov-2007	Art Gallery opening (Home to Home)	17:30	19:30	6	£	£	£
19-Nov-2007	Executive Briefing (Bury to Bury)	9:30	12:20	12	£	£	£
19-Nov-2007	Anti-bullying launch (Bury to Home)	16:00	18:50	9	£	£	£
21-Nov-2007	Area Forum Tonge (Home to Home)	18:30	21:50	4	£	£	£
26-Nov-2007	Exec Brief, Exec & Exec memb (Bury to Home)	12:30	18:30	9	£	£	£
				<b>Total Miles</b>	<b>£</b>	<b>£</b>	<b>£</b>
				106	8.38 p		
				<b>Total Amount</b>	<b>£</b>	<b>£</b>	<b>£</b>
				<b>Total Amount</b>	<b>£</b>	<b>£</b>	<b>£</b>

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to Payroll Share Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

Number of Additional Sheets Used 1

# Members' Allowances Additional Sheet

Please note this is only an additional sheet, and must be submitted with a Members' Allowance Claim Form.

Name Cllr John Byrne			Pay No. [REDACTED]			Month November			20 07		
Signed <i>J. Byrne</i>		Member	Date 27/12/07		Authorised			Members' Services	Date		
Date	Reason for Journey (including From and To)	Time of Departure Return		Miles Claimed	Subsistence Allowance	Fares and Other Expenses		Dependent Carers Allowance			
27-Nov-2007	Lads and Girls Board meeting (Bury to Home )	15:30	20:10	9	£ p	£ p	£ p	£ p	£ p	£ p	
30-Nov-2007	Mytham Rd School Young MP's (Home to Home )	13:00	15:00	5	£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
					£ p	£ p	£ p	£ p	£ p	£ p	
				Total Miles	Total Amount		Total Amount		Total Amount		
				14	£ p	£ p	£ p	£ p	£ p	£ p	

Please only enter the number of miles. Do not calculate an amount for payment.

PAY-M2  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
Payroll Shared Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

Name Cllr John Byrne  
 Home Address 2 Manor Villas, Manor Gate Road, Broughton, Bolton  
 Pay No. [Redacted]  
 Car Make/Model Citroen Xsara Picasso  
 Registration [Redacted]  
 Exact CC 1984  
 Month December 20 00

I certify that:-  
 (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.  
 (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.  
 (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.  
 (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council. I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.  
 (e) 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.  
 (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

**Signed** [Redacted] **Date** 27/2/07  
 Member  
 I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.  
**Authorised** [Redacted] **Date** [Redacted]  
 Members' Services

**FOR MEMBERS' SERVICES USE ONLY**  
 255  
 Subsidence T 16-76  
 Total Miles [Redacted]  
 Subsidence NT  
 Expenses NT  
 Carer's Allowance  
 Input by [Redacted]  
 Date [Redacted]

Date	Reason for Journey (including From and To)	Time of Departure	Time of Return	Miles Claimed	Subsidence Allowance	Fares and Other Expenses	Dependent Carers Allowance
4-Dec-2007	Childrens Scrutiny (Bury to Home)	15:30	17:00	9	£	£	£
5-Dec-2007	Childrens Forum Cycle forum (Bury to Home)	15:30	19:00	9	£	£	£
10-Dec-2007	Exec & Exec Briefing (Bury to Home)	12:30	17:00	9	£	£	£
10-Dec-2007	Bridges & Hha Bolton Arts centre(Home to Home)	18:30	21:00	7	£	£	£
11-Dec-2007	Exec Member Child/Sport (Bury to Home)	16:00	17:45	9	£	£	£
11-Dec-2007	Bolton Lad/Girls Presentation (Home to Home)	18:45	21:20	7	£	£	£
12-Dec-2007	Full Council (Home to Home)	16:30	22:10	6	£	£	£
13-Dec-2007	Directors Briefing Sport (Bury to Home)	17:00	19:00	9	£	£	£
14-Dec-2007	Brightmet Nth Area panel MTG (Home to Home)	13:30	15:00	2	£	£	£
17-Dec-2007	Executive Briefing (Bury to Bury)	11:30	14:10	12	£	£	£
20-Dec-2007	Castle Hill sports meeting (Bury to Home)	17:30	19:40	11	£	£	£
				<b>Total Miles</b>	<b>£</b>	<b>£</b>	<b>£</b>

Please only enter the number of miles. Do not calculate an amount for payment.

Total Miles 90

Number of Additional Sheets Used [Redacted]

If you require more lines, please use a Members' Allowances Additional Sheet

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to Payroll Shared Service Centre, 5th Floor, Paderborn House, B on BL1 1JW

# Members' Allowances Claim

# Bolton Council

Name Cllr John Byrne	Home Address 2 Manor Villas, Manor Gate Road, Brightmet, Bolton	Pay No. [REDACTED]
Car Make/Model Citroen Xsara Picasso	Registration [REDACTED]	Exact CC 1984
	Month January	20 00

I certify that:-

- (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	104
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT			
Carer's Allowance		Input by	
		Date	

Signed [REDACTED] Member	Date 28-May-2008
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I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised [REDACTED] Members' Services	Date
---	------

Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence		Fares and		Dependent	
		Departure	Return		Allowance	Other Expenses	Carers Allowance			
4-Jan-2008	Executive Briefing to and from Bury	10:00	12:20	12	£	p	£	p	£	p
7-Jan-2008	Directors Appraisal Bury to Bolton to Home	16:00	18:00	9	£	p	£	p	£	p
8-Jan-2008	Speed reading Training Bury to B/N to home	17:30	21:00	9	£	p	£	p	£	p
9-Jan-2008	Executive & Exec Briefing B/Y to B/N to Home	11:00	17:00	9	£	p	£	p	£	p
16-Jan-2008	Adul-Cult PDG/Informal C/cil B/Y to B/N to Home	15:00	19:00	9	£	p	£	p	£	p
21-Jan-2008	Swimming Pool Briefing B/Y to B/Y	10:00	12:00	12	£	p	£	p	£	p
21-Jan-2008	Young People & Sport PDG B/Y to B/N to Home	16:00	18:00	9	£	p	£	p	£	p
22-Jan-2008	Young People and Sport Exec B/Y to B/N to Home	16:00	17:40	9	£	p	£	p	£	p
28-Jan-2008	Exec Briefing B/Y to B/Y	10:00	13:10	12	£	p	£	p	£	p
28-Jan-2008	Bsmart Card Launch B/Y to B/N to Home	15:30	17:45	9	£	p	£	p	£	p
30-Jan-2008	Area Forum Little Lever Home to Home	16:30	19:20	5	£	p	£	p	£	p
					£	p	£	p	£	p

Total Miles	Total Amount	Total Amount	Total Amount
104	£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

Payroll Share Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

month 3.

# Members' Allowances Claim

# Bolton Council

Name Cllr John Byrne		Home Address 2 Manor Villas, Manor Gate Road, Breightmet, Bolton		Pay No.
Car Make/Model Citroen Xsara Picasso		Registration	Exact CC 1984	Month 20 00

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council. I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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 in connection with the duties indicated on this form.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

Signed	Date 30/05/08
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I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Members' Services	Date
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Subsistence T	Subsistence NT	Carer's Allowance
Total Miles	Input by	Date
96		

## FOR MEMBERS' SERVICES USE ONLY

Date	Reason for Journey (including From and To)	Time of Departure	Time of Return	Miles Claimed	Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
4-Feb-2008	Exec & Exec Briefing B/Y to B/N to Home	12:30	17:10	9	£	£	£
5-Feb-2008	Thornleigh School event Home to Home	18:00	19:00	4	£	£	£
7-Feb-2008	Briefing YP & Sp, & Child Ser B/Y to B/N to Home	16:30	18:00	9	£	£	£
11-Feb-2008	Exec & Exec Briefing B/Y to B/N to Home	12:30	17:30	9	£	£	£
15-Feb-2008	Childr/YP & Sp Scrutiny B/Y to B/N to Home	13:30	16:10	9	£	£	£
18-Feb-2008	Executive Briefing B/Y to B/N to B/Y	10:00	13:00	12	£	£	£
19-Feb-2008	Culture PDG B/Y to B/N to B/Y	10:30	13:00	12	£	£	£
19-Feb-2008	Lads and Girls Club mtg B/Y to B/N to Home	15:30	19:00	9	£	£	£
20-Feb-2008	Full Council(Budget) Home to Home	18:30	21:00	6	£	£	£
27-Feb-2008	Full Council Home to Home	18:30	21:45	6	£	£	£
28-Feb-2008	YP & Sp Exec & PDG B/Y to B/N to Home	16:00	18:00	9	£	£	£

Please only enter the number of miles. Do not calculate an amount for payment. Total Miles 94

Number of Additional Sheets Used

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to Payroll Services, 5th Floor, Paderborn House, Bolton BL1 1JW

March 3

12-10-2007



# Members' Allowances Claim

# Bolton Council

Name Cllr John Byrne	Home Address 2 Manor Villas, Manor Gate Road, Brightmet, Bolton	Pay No. [REDACTED]
Car Make/Model Citroen Xsara Picasso	Registration [REDACTED]	Exact CC 1984
		Month March 2008

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Signed [REDACTED] Member	Date 30-Jun-2008
I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.	
Authorised [REDACTED] Members' Services	Date

Subsistence T	Total Miles 117
Subsistence NT	For Payroll Use Only
Expenses NT	Input by
Carer's Allowance	Date

Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence Allowance	Fares and Other Expenses		Dependent Carers Allowance		
		Departure	Return			£	p	£	p	
3-Mar-2008	Exec/Executive Briefing Bury to B/N to Home	12:30	17:20	9	£	p	£	p	£	p
6-Mar-2008	Youth MP's ceremony Home to Home	18:00	21:00	6	£	p	£	p	£	p
9-Mar-2008	Carol James Briefing Bury to B/N to Home	15:30	17:00	9	£	p	£	p	£	p
9-Mar-2008	Sports award at the Reebok Home to Home	18:00	23:00	16	£	p	£	p	£	p
10-Mar-2008	Executive Briefing Bury to Bury	10:00	13:00	12	£	p	£	p	£	p
10-Mar-2008	Informal Council meeting Bury to B/N to Home	17:30	19:20	9	£	p	£	p	£	p
12-Mar-2008	Childrens Trust Bury to B/N to Home	16:00	17:30	9	£	p	£	p	£	p
14-Mar-2008	Fathers event Bolton Wise B/Y to Bolton	12:30	14:00	6	£	p	£	p	£	p
14-Mar-2008	Reebok GM radio interview B/N to R/bok to Home	14:00	16:00	11	£	p	£	p	£	p
17-Mar-2008	Joint PDG B/Y yo B/N to B/Y	9:00	11:15	12	£	p	£	p	£	p
25-Mar-2008	Education assistance panel Home to Home	12:30	14:20	6	£	p	£	p	£	p
31-Mar-2008	Executive Briefing Bury to Bury	12:30	15:35	12	£	p	£	p	£	p

Total Miles 117	Total Amount	Total Amount	Total Amount
	£	p	£
			£
			p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

Payroll Sha Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

BYRNE L

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

PAD

Claim for Month of May 20 07 Name of Member BYRNE L. Pay No. [REDACTED]

(Block capitals please)

Car (Make/Model) Peugeot 206cc Registration No. [REDACTED] Exact Cubic Capacity 1.8 cc.

Home Address 2 Manor Villas Brighton BL2 6PS

### 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 June 07

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

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	83	Details input onto Payroll system: By: <u>cm</u> Date: <u>28.6.07</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.

MAY + JUNE, 07

Date	Particulars of Journeys Description of Approved Duties, including Locations (From & To)	Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance £ p	Fares and other Expenses £ p	Subsistence Allowance £ p
		Departure	Return					
9/5/07	Joint inspection (estate) Brentford Home →	5:30	7	CAR	2			
17-5-07	Planning. Home → Town Hall → Home Work - Greigmore → Work	1:00	5:00	CAR	6			
18-5-07	North Breightmet L.C. Top of Row School. Work - Greigmore → Work	1:00	3:30	CAR	11			
31-5-07	Planning Home → Town Hall → Home.	1:00	5:00	CAR	6			
7-6-07	School Area Review Home → Row Hill → Home	3:00	6:00	CAR	6			
12-6-07	Personal Development Trainer Meeting at Castle Hill Centre	3:45	4:45	CAR	4			
13-6-07	Adult Social Care + Health Work → Town Hall Work → Work → Work	11:00	1:00	CAR	16			
"	Member only Meeting Area Forum - Home Home → Town Hall	4:30	6:00	CAR	6			
14-6-07	Planning	1:00	5:00	CAR	6			
19-6-07	Adult Social Health P.D. Work → Home	9:30	12:30	CAR	16			

83

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.

PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of July 20 07

Name of Member Lynda Byrne  
(Block capitals please)

Pay No. [REDACTED]

Car (Make / Model) Peugeot 206 cc

Registration No. [REDACTED]

Exact Cubic Capacity 1.8 cc.

Home Address 2 Manor Villas, Brightonfold

### 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 31.7.07

Approved [REDACTED]

Date \_\_\_\_\_

### 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: CM

Date: 8.10.07

### 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.



PAD

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of July 20 07 Name of Member Lyada Byrne Pay No.

*(Block capitals please)*

Car (Make/Model) Peugeot 206 cc Registration No. Exact Cubic Capacity 1.8 cc

Home Address 2 Manor Villas, Brightmet Rd 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 31.7.07

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

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	51 ✓	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 Journeys		Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
	Description of Approved Duties, including Locations (From & To)	Departure	Return	£			p	£	p	£	p	
11.7.07	Council - Home → Town Hall → Home.		6.45	9.	CAR	6						
12.7.07	Planning " " "				CAR	6						
16.7.07	North Brighton Neighbourhood Panel. work - Eldersdale - work.				CAR	11						
24.7.07	Health overview scrutiny work - Town Hall - work.				CAR	16						
26.7.07	Planning. Home - Town Hall - Home				CAR	6						
30.7.07	Bolton @ Home Monitoring Group. Home → Town Hall → Home				CAR	6						
						51						

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.



# Members' Allowances Claim

BOLTON MPC

# Bolton Council

PAYROLL SECTION

Name Cllr. Lynda Byrne	Home Address 2 Manor Villas, Manor Gate Road, Brightmet, Bolton	Pay No. [REDACTED]
Car Make/Model Puegot 206cc	Registration [REDACTED]	Exact CC 1598
	Month September	2007

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T	11.05	Total Miles	(57) 182
Subsistence NT		For Payroll Use Only	
Expenses NT			
Carer's Allowance			
		Input by	
		Date	

Signed [REDACTED] Member	Date 24/12/07
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I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised [REDACTED] Members' Services	Date
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Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence Allowance		Fares and Other Expenses		Dependent Carers Allowance	
		Departure	Return		£	p	£	p	£	p
6-Sep-2007	Planning frome work to home	13:00	17:00	9	£	p	£	p	£	p
18-Sep-2007	Area Working Traing. Home to Home	16:30	19:00	6	£	p	£	p	£	p
19-Sep-2007	Health Overview Scutiny. Work to Work (Bury)	9:00	12:30	12	£	p	£	p	£	p
20-Sep-2007	Planning from work to home	12:30		9	£	p	£	p	£	p
20-Sep-2007	followed by Area Forum (brightmet)		21:00	9	£	11.05 p	£	p	£	p
24-Sep-2007	Adults PDG Work to Home	15:00	18:30	12	£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p

Total Miles	57
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Total Amount	Total Amount	Total Amount
£ 11.05 p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used 0

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
Payroll Share Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

# Members' Allowances Claim

# Bolton Council

Name Cllr Lynda Byrne	Home Address 2 Manor Villas, Manor Gate Road, Brightmet, Bolton	Pay No. [REDACTED]
Car Make/Model Puegeot 206cc	Registration [REDACTED]	Exact CC 1598
	Month October	2007

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	49
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	
Carer's Allowance		Date	

Signed [REDACTED] Member	Date 24/12/07
--------------------------	---------------

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised [REDACTED] Members' Services	Date
---	------

Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence Allowance		Fares and Other Expenses		Dependent Carers Allowance	
		Departure	Return		£	p	£	p	£	p
2-Oct-2007	Standards Training workshop Home to Home	17:30	19:00	6	£	p	£	p	£	p
4-Oct-2007	Planning Work to home	12:30	17:15	9	£	p	£	p	£	p
18-Oct-2007	Planning work to Home	12:30	17:30	9	£	p	£	p	£	p
24-Oct-2007	Council Home to Home	18:30	21:45	6	£	p	£	p	£	p
24-Oct-2007	Estate Inpection Work (Bury) to Work	10:00	12:45	10	£	p	£	p	£	p
31-Oct-2007	Planning site visit Work to work	10:00	11:00	9	£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p

Total Miles	49
Total Amount	£ p
Total Amount	£ p
Total Amount	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet Number of Additional Sheets Used

PAY-M1 All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to Payroll Share Service Centre, 5th Floor, Paderborn House, I on BL1 1JW

# Members' Allowances Claim

# Bolton Council

Name	Cllr Lynda Byrne	Home Address	2 Manor Villas, Manor Gate Road, Brightmet, Bolton	Pay No.	
Car Make/Model	Puegot 206cc	Registration		Exact CC	1598
		Month	November	2007	

I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

## FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	19
Subsistence NT		For Payroll Use Only	
Expenses NT			
Carer's Allowance			
		Date	

Signed		Member	Date	24/12/07
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I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised		Members' Services	Date	
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Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence Allowance		Fares and Other Expenses		Dependent Carers Allowance	
		Departure	Return		£	p	£	p	£	p
1-Nov-2007	Planning work (Bury) to home	12:30	17:15	9	£	p	£	p	£	p
6-Nov-2007	Health Overview Scrutiny Home to Home	9:00	12:30	6	£	p	£	p	£	p
15-Nov-2007	Planning work (Bury) to home	12:30	17:30	9	£	p	£	p	£	p
21-Nov-2007	Leverhulme Area Forum Home to Home	18:30	21:00	4	£	p	£	p	£	p
27-Nov-2007	Adult Services Home to Home	17:30	18:30	6	£	p	£	p	£	p
28-Nov-2007	Environmental Services Scutiny	17:30	19:00	6	£	p	£	p	£	p
29-Nov-2007	Planning work (Bury) to home	12:30	17:00	9	£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p
					£	p	£	p	£	p

Total Miles  
49

Total Amount	Total Amount	Total Amount
£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

Payroll Share Service Centre, 5th Floor, Paderborn House, 1 on BL1 1JW

# Members' Allowances Claim

# Bolton Council

Name Cllr Lynda Byrne	Home Address 2 Manor Villas, Manor Gate Road, Brightmet, Bolton	Pay No. [REDACTED]
Car Make/Model Puegeot 206cc	Registration [REDACTED]	Exact CC 1598
		Month December 2007

I certify that:-

- (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.  
 (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.  
 (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.  
 (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.  
 (e) 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.  
 (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

**FOR MEMBERS' SERVICES USE ONLY**

Subsistence T		Total Miles	27
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	
Carer's Allowance		Date	

Signed [REDACTED]	Member	Date 24/12/07
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I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised [REDACTED]	Members' Services	Date
-----------------------	-------------------	------

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
4-Dec-2007	Adults PDG work to work (Bury)	10:00	13:00	12
12-Dec-2007	Council. Home to Home	18:30	10:30	6
13-Dec-2007	Planning Work to Home	13:00	17:00	9
Total Miles				27

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
Total Amount	Total Amount	Total Amount
£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
 Payroll Share Service Centre, 5th Floor, Paderborn House, E on BL1 1JW

# Members' Allowances Claim

# Bolton Council

Name Lynda Byrne	Home Address 2 Manor Villas, Manorgate Road Bolton. BL2 6PS	Pay No. [REDACTED]
Car Make/Model Peugeot	Registration [REDACTED]	Exact CC 1598
	Month February	20 08

- I certify that:-
- (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
  - (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
  - (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
  - (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
  - (e) 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.
  - (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Signed [REDACTED] Member Date 7/5/08

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised [REDACTED] Members' Services Date

Subsistence T		Total Miles	
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	
Carer's Allowance		Date	

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
5-Feb-2008	Adult Services Scrutiny	17:00	19:00	6
6-Feb-2008	Environmental Services Scrutiny	17:00	19:00	6
7-Feb-2008	Planning	13:00	17:00	6
20-Feb-2008	Council	18:30	21:30	6
21-Feb-2008	Planning	13:00	17:00	6
27-Feb-2008	Council	18:30	21:00	6

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p

Total Miles  
**36**

Total Amount      Total Amount      Total Amount  
£ p      £ p      £ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
Payroll Sharex Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

3c month 3

# Members' Allowances Claim

# Bolton Council

Name Lynda Byrne	Home Address 2 Manor Villas, Manorgate Road Bolton. BL2 6PS	Pay No.
Car Make/Model Peugot	Registration	Exact CC 1598
	Month March	2008

I certify that:-

- (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT			
Carer's Allowance		Input by	
		Date	

Signed	Member	Date 5-5-08
--------	--------	-------------

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised	Members' Services	Date
------------	-------------------	------

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
6-Mar-2008	Planning	13:00	17:30	6
20-Mar-2008	Planning	13:00	17:00	6

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p

Total Miles

12
----

Total Amount      Total Amount      Total Amount

£ p	£ p	£ p
-----	-----	-----

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
Payroll Share Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW

*SC monch 3*

HALL

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of MAY/JUNE 2007 Name of Member WALTER HALL Pay No. [REDACTED]  
 (Block capitals please)  
 Car (Make/Model) CITROEN PICASSO Registration No. [REDACTED] Exact Cubic Capacity 1.6 cc.  
 Home Address 2 SANDOWN RD HARWOOD BOLTON BL2 3QB

**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 2-6-07  
 Approved [REDACTED] Date \_\_\_\_\_

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	48	Details input onto Payroll system:  By: CM Date: 23.7.07
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.



Date	Particulars of Journeys		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance		
	Description of Approved Journeys including Locations (From & To)	Time of			£	p	£	p	£	p	
		Departure									Return
23-5-07	COUNCIL MEETING - HOME - TOWN HALL	6-15	8:45	CAR	6						
29-5-07	PLANNING TRAINING - HOME - TOWN HALL	4-15	6-30	CAR	6						
31-5-07	PLANNING HOME - TOWN HALL	8-30	5-30	CAR	6						
19-6-07	ADULTS PDG HOME - TOWN HALL	9-30	12-30	CAR	6						
25-6-07	SCRUTINY TRAINING HOME - TOWN HALL	3-30	6-30	CAR	6						
26-6-07	ADULTS SCRUTINY HOME - TOWN HALL	5-15	8-00	CAR	6						
27-6-07	AREA FORUM MEMBERS MEETING HOME - TOWN HALL	5-30	7-45	CAR	6						
28-6-07	PLANNING HOME - TOWN HALL	8-30	5-15	CAR	6						
					48						

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.

PAD

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of JULY 2007

Name of Member WALTER HALL

Pay No. [REDACTED]

Car (Make/Model) CITROEN PICASSO

(Block capitals please)  
Registration No. [REDACTED]

Exact Cubic Capacity 15-87 cc.

Home Address 2 SANDOWN RD - HARWOOD BOLTON  
B12 3QB

### 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<sup>ND</sup>/7/07

Approved [REDACTED]

Date \_\_\_\_\_

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

	Amount £ : p		Miles
* Subsistence Allowance	:	Normal Mileage	50 ✓
Subsistence Allowance (Taxable)	:		
Travel Reimbursement (e.g. Car Park, taxis)	:		
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.



PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of AUG 20 07 Name of Member WALTER HALL Pay No. [REDACTED]

Car (Make/Model) CITROEN PICASSO Registration No. [REDACTED] Exact Cubic Capacity 15-87 cc.

Home Address 2 SANDOWN RD - HARWOOD BOLTON  
B22 3 QJ

**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/AUG/07

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

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	54	Details input onto Payroll system:
Subsistence Allowance <i>(Taxable)</i>	:			By: <u>CM</u>
Travel Reimbursement <i>(e.g. Car Park, taxis)</i>	:			Date: <u>26.9.07</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.

Date	Particulars of Journeys Description of Approved Journeys 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
09 AUG	PLANNING	8-30am	5pm	CAR	6						
13 AUG	DEVELOPMENT/REGENERATION	5-30pm	8-30pm	CAR	6						
17 AUG	ADULTS SERVICES SCRUTINY	5-30	8-30pm	CAR	6						
16 AUG	AREA WORKING WORKSHOP FOR <sup>VICE CHAIRMEN</sup> CHAIRMEN	12-30	4-15	CAR	6						
22 AUG	AREA WORKING FORUM MEMBER MEETING	2-30	4-30	CAR	6						
23 AUG	PLANNING	8-30am	5-00pm	CAR	6						
29 AUG	(TRAINING) STANDARDS/COUNCIL MEETING	8-30	10-30	CAR	6						
30 AUG	CENTRE FOR BLIND MANAGEMENT	7pm	9-30	CAR	6						
31 AUG	(TRAINING) PERFORMANCE MANAGEMENT	12-30	3-pm	CAR	6						
					54						

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.

PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of SEPTEMBER 20 07

Name of Member WALTER HALL

Pay No. [REDACTED]

Car (Make/Model) CITROEN PICASSO

(Block capitals please)  
Registration No. [REDACTED]

Exact Cubic Capacity 15-87 cc.

Home Address 2 SANDOWN RD - HARWOOD - BOLTON

BOLTON COUNCIL  
17 OCT 2007  
PAYROLL SHARED  
SERVICE CENTRE

### 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 17-SEP-07

Approved [REDACTED]

Date \_\_\_\_\_

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	18	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>29.10.07</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.



# Members' Allowances Claim

# Bolton Council

**Name** WALTER HALL PAYROLL **Home Address** 2 SANDOWN RD-HARWOOD BOLTON BL2 3QB **Pay No** [Redacted]

**Car Make/Model** CITRON PICASSO **Registration** [Redacted] **Exact CC** 15'87 **Month** OCT **2007**

I certify that:-  
 (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.  
 (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.  
 (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.  
 (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.  
 (e) 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.  
 (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T	8.00	Total Miles	21 ✓
Subsistence NT	-	<b>For Payroll Use Only</b>	
Expenses NT	-	Input by	CM
Carer's Allowance	✓	Date	22.11.07

**Signed** [Redacted] **Member** **Date** 12-11-07

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

**Authorised** [Redacted] **Members' Services** **Date**

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
1-10-07	BOLTON WISE BOARD	9AM	11 30	3
4-10-07	PLANNING (ALL DAY)	9AM	5-15	3
8-10-07	DEVELOPMENT AND REGENERATION	6PM	8PM	3
10-10-07	MEMBER AREA FORUM MEETING	4-30	6-30	3
17-10-07	PRESENTATION (MANOR COURT)	12-30	2 45	3
18-10-07	PLANNING (ALL DAY)	9 AM	5-30	3
24-10-07	COUNCIL MEETING	6-30	9 45	3
Total Miles				
21				

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£4 00p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ 4.00p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
Total Amount	Total Amount	Total Amount

Please only enter the number of miles. Do not calculate an amount for payment.

Total Amount **£8 p**    Total Amount **£ p**    Total Amount **£ p**



# Members' Allowances Claim

BOLTON  
PAYROLL SERVICES

# Bolton Council

PAID

Name <b>WALTER HALL</b>	Home Address <b>2 SANDOWN RD-HARWOOD-BOLTON</b>	Pay No. <b>[REDACTED]</b>
Car Make/Model <b>CITRON PICASSO</b>	Registration <b>[REDACTED]</b>	Exact CC <b>15,87</b>
	Month <b>NOV</b>	2007

- I certify that:-
- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
  - (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
  - (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
  - (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
  - (e) 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.
  - (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Signed **[REDACTED]** Member Date **5-12-07**

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised **[REDACTED]** Members' Services Date

Subsistence T		Total Miles	
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	
Carer's Allowance		Date	

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
1 NOV	PLANNING	9.45	5pm	6
7 NOV	MEMBER ONLY FORUM	1-30	4pm	6
8 NOV	CENTRE FOR BLIND	7pm	9-15	6
12 NOV	ADULTS P-D-G	3-30	5-30	6
15 NOV	PLANNING	9.45	5pm	6
16 NOV	SPECIAL PLANNING MEETING	9pm	11.30	6
19 NOV	NORTH BREIGHTMET MEETING	4pm	6pm	4
26 NOV	DEVELOPMENT AND REGENERATION	5-30	8-30	6
27 NOV	NOULTS SERVICES SCRUTINY	5-30	8pm	6
28 NOV	PLANNING VISITS	9 AM	1 pm	6
29 NOV	PLANNING	9 AM	5 PM	6

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ 4-00p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ 4.00 p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ 4.00 p	£ p	£ p
£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

Total Miles <b>64</b>	Total Amount	Total Amount	Total Amount
	£ 12 00p	£ p	£ p

If you require more lines, please use a Members' Allowances Additional Sheet  
 PAY-M1 All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
 12.10.2007 Payroll Shared Service Centre, 5th Floor, Paderborn House, Bolton BL1 1JW  
 Number of Additional Sheets Used

month 9 30

# Members' Allowances Claim

# Bolton Council

*DATE*

Name	WALTER HALL	Home Address	2 SANDOWN RID - HARWOOD	Pay No.	[REDACTED]
Car Make/Model	CITROEN PICASSO	Registration	[REDACTED]	Exact CC	15 87cc
				Month	DEC 2007

I certify that:-

(a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.

(b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.

(c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.

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

(e) 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.

(f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T	4.00	Total Miles	28
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT			
Carer's Allowance			
		Input by	cm
		Date	5.2.08

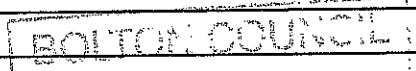
Signed [Signature] Member Date 18<sup>th</sup> JAN 08

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised [Signature] Members' Services Date 30/01/08

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
4/12/07	ADULTS P.D.G	10AM	12-15	6
6/12/07	CENTRE FOR BLIND MANAGEMENT	7 PM	9-30	6
12/12/07	COUNCIL MEETING	6-30	9-30	6
13/12/07	PLANNING	8-30	5-30	6
13/12/07	FORUM CONSULTATION - CANNON SLADE	6-30	9 pm	4

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ 4 p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
Total Amount	Total Amount	Total Amount



Please only enter the number of miles. Do not calculate an amount for payment.

Total Miles	28	£ 4 p	£ p	£ p
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If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

# Members' Allowances Claim

BOLTON M.C.

# Bolton Council

2008  
PAYROLL SECTION

Name	WALTER HALL	Home Address	2 SANDOWN RD - HARWOOD - BOLTON	Pay No.	[REDACTED]
Car Make/Model	CITROEN PICASSO	Registration	[REDACTED]	Exact CC	15.87 cc
				Month	FEB 2008

I certify that:-  
 (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.  
 (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.  
 (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.  
 (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.  
 (e) 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.  
 (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Subsistence T		Total Miles	27
Subsistence NT		For Payroll Use Only	
Expenses NT			
Carer's Allowance		Input by	CM
		Date	5.3.08

Signed	[Signature]	Member	Date	29-2-08
I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.				
Authorised	[Signature]	Members' Services	Date	04/3/08

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
4-2-08	From Home to BOLTON WISE	8:30 AM	11:45	3
5-2-08	From Home to (TH) ADULTS SERVICES HALLIWELL	5-15	7:45	3
6-2-08	EXTR PLANNING MEETING	12-30	2:45	3
7-2-08	PLANNING	12:45	6 PM	3
18-2-08	ADULTS SOCIAL CARE + HEALTH	3 PM	5 PM	3
20-2-08	COUNCIL MEETING (BUDGET)	8-15	8:45	3
21-2-08	PLANNING	8:45	6-15	3
27-2-08	COUNCIL MEETING	6-30	11 PM	3
28-2-08	FORUM MEMBER MEETING	1-30	3 PM	3

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
Total Amount	Total Amount	Total Amount
£ p	£ p	£ p

Total Miles  
27

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used

PAY-M1  
12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

Payroll Shared Service Centre, 5th Floor, Paderborn House, Farnley, Bolton BL1 1JW

HAMILTON

3440

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of July 2007

Name of Member I. Hamilton

Pay No. \_\_\_\_\_

Car (Make/Model) KIA PICANTO

(Block capitals please)

Registration No. [REDACTED]

Exact Cubic Capacity 1087 cc.

Home Address 52, LYMBORNE 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 27/7/07

Approved [REDACTED]

Date \_\_\_\_\_

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage		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.**



# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

01/07/07

Claim for Month of JUNE/JULY 2007

Name of Member I.B. HAMILTON  
(Block capitals please)

Pay No.

Car (Make/Model) KIA PICANTO

Registration No.

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.

**BOLTON COUNCIL**  
 31 JUL 2007  
 (For Car Allowance claimants only)  
 PAYROLL SHARED  
 SERVICE CENTRE

Signed

MEMBER

Date 27/7/2007

Approved

Date 30/7/07

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

	Amount		Miles	
	£ : p			
* Subsistence Allowance	:	Normal Mileage	426	Details input onto Payroll system:  By: <u>CM</u>  Date: <u>31.7.07</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.

Date	Particulars of Journeys		Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
	Description of Approved Duties, including Locations (From & To)	Departure	Return	£			p	£	p	£	p	
JUNE												
05	LERC	HOME TO	1300	1530	CAR	17						
06	TWO TOWNS FORTH COUNCIL VICE CHAIR MEETING	TOWNHALL	1315	1602	CAR	17						
07	EXTERNAL ORGANISATIONS SCRUTINY	"	1315	1520	CAR	17						
11	MEMBER DEVELOPMENT (SUE TROTTER) CASTLE HILL	CARRE HILL	1000	1130	CAR	12						
13	CULTURE PDG	TOWNHALL	1045	1230	CAR	17						
14	TWO TOWNS FORTH MEMBERS ONLY MEETING	"	0915	1215	CAR	17						
19	ADULT SERVICES PDG	"	0915	1120	CAR	17						
20	AREA MEETING (CARA JAMES ROSE)	"	1515	1700	CAR	17						
22	CLEANER, GREENER, SAFER PDG	"	0915	1110	CAR	17						
25	AUDIT COMMITTEE + SCRUTINY PDG	"	1415	1830	CAR	17						
26	LERC + ADULT SERVICES	"	1320	1930	CAR	17						
27	ENVIRONMENT SCRUTINY	"	1715	1920	CAR	17						
JUNY	05	LERC (HEARLING)	"	0920	1100	CAR	17					
06	RED ROSE FOREST MEETING - SALEBURY COMMS	"	1230	1615	CAR	23						
09	ADULT SERVICES / CULTURE	TOWNHALL	0820	1100	CAR	17						
09	INFORMAL COUNCIL DDD SUITE	"	1620	1830	CAR	17						
11	LERC (HEARLING SUB COMMITTEE)	"	0915	1100	CAR	17						
11	FULL COUNCIL	"	1740	2115	CAR	17						
18	CORPORATE ASSIGNMENT - LANCASTER SUITE	"	0820	1130	CAR	17						
19	EXTERNAL ORGANISATIONS - SCRUTINY	"	1320	1530	CAR	17						
					SUB TOTAL	341						

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 AUGUST 2007 Name of Member I. B. HAMILTON Pay No. [REDACTED]

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

Home Address 52 LYMBRIDGE DRIVE, BLAKEWOOD, BOLTON BL6 5TJ

**DECLARATION:**

PAID

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

Signed [REDACTED] MEMBER Date 29/08/07

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

month 6 07

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

	Amount £ : p		Miles	
* Subsistence Allowance	:	Normal Mileage	187	Details input onto Payroll system:  By: <u>S. Rawson</u>  Date: <u>month 6 13th Sept</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.

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
06	ADULT SCOUTING	0830	1130	CAR	17						
08	ADULT/CULTURE PDG	1145	1400	CAR	17						
10	LIBRARY PDG	1030	1230	CAR	17						
14	LEPC	1315	1500	CAR	17						
14	ADULT										
15	ENVIRONMENTAL SCOUT	1715	1900	CAR	17						
16	AREA WORKING REVIEW	1215	1500	CAR	17						
17	HACKNEY CARRIAGE	0915	1200	CAR	17						
20	2 TOWN MEETINGS CHAIR/VICECHAIR MEETING	1015	1230	CAR	17						
23	PLANNING (DEATH J. ROYCE)	1245	1630	CAR	17						
24	<del>MEMBERS ONLY EDOM MEETING</del>	<del>0915</del>	<del>1130</del>	<del>CAR</del>	<del>17</del>						
28	ADULT SERVICES/CULTURE SFX MEMBERS	0830	1500	CAR	17						
29	COUNCIL	5.00	2100	CAR	17						
					187						

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.

PAID

# BOLTON METROPOLITAN BOROUGH COUNCIL

## MEMBERS ALLOWANCES CLAIM

Claim for Month of SEPTEMBER 2007 Name of Member I. B. HAMILTON Pay No. [REDACTED]

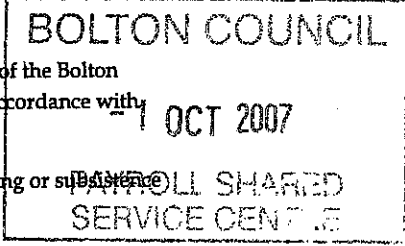
Car (Make/Model) KIA PRANTO Registration No. [REDACTED] Exact Cubic Capacity 1086 cc.

Home Address 52 LYMBRIDGE DRIVE BLACKFED 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 30/9/2007

Approved [REDACTED] Date 28/9/07

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

	Amount £ : p		Miles
* Subsistence Allowance	:	Normal Mileage	196
Subsistence Allowance (Taxable)	:		
Travel Reimbursement (e.g. Car Park, taxis)	:		
Dependent Carer's Allowance	:		

Details input onto Payroll system:  
By: CM  
Date: 1.10.07

### 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 Journeys		Time of		Mode of Travel	Miles Claimed	Dependent Carers Allowance		Fares and other Expenses		Subsistence Allowance	
	Description of Approved Duties, including Locations (From & To)		Departure	Return			£	p	£	p	£	p
SEPT 04	FOCUS GROUP DMTRoom - INSPECTION	Town Hall	0830	1230	CAR	17						
07	BELTON/SWIFT/TRAFFORD MENTAL HEALTH TRUST	PRESTONCH	1330	1530	CAR	26						
11	LERC	Town Hall	1315	1600	CAR	17						
13	SCRUTINY - EXTERNAL CASE	Town Hall	1315	1530	CAR	17						
14	FINAL ASSESSMENT MEETING - FESTIVAL HALL	H	1200	1500	CAR	17						
24	ADULT SERVICES / CULTURE AREA MEETING	"	0930	1030	CAR	17						
24	ADULT SERVICES PDG	"	1515	1715	CAR	17						
25	AUDIT COMMITTEE	"	0905	1200	CAR	17						
26	CHARTER ASSESSMENT	"	1300	1415	CAR	17						
27	LICENSING APPEAL	"	0915	1130	CAR	17						
28	AREA WORKING	"	0915	1115	CAR	17						
						196						

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.

# Members' Allowances Claim

# Bolton Council

5th Floor  
Paddley House

Name IAN HAMILTON	Home Address 52 LYMBRIDGE DRIVE, BLACKROD, BOLTON	Pay No. [REDACTED]
Car Make/Model KIA PICANTO	Registration [REDACTED]	Exact CC 1086
	Month	OCTOBER 20 00

I certify that:-

- (a) *(For Car Allowance claims only)* I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) *(For Car Allowance claims only)* I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) *(For Car Allowance claims only)* I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

### FOR MEMBERS' SERVICES USE ONLY

Signed [REDACTED] Member	Date 2-Nov-2007
I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.	
Authorised [REDACTED] Members' Services	Date

Subsistence T	Total Miles	102
Subsistence NT	<b>For Payroll Use Only</b>	
Expenses NT	Input by	CM
Carer's Allowance	Date	5.11.07

Date	Reason for Journey (including From and To)	Time of		Miles Claimed
		Departure	Return	
3-Oct-2007	CLEANER/GREENER PDG	8:00	10:30	17
5-Oct-2007	LIBRARY PDG VISITS	9:30	13:30	17
9-Oct-2007	LICENSING	13:15	15:30	17
22-Oct-2007	ADULTSERVICES/CULTURE	8:15	10:30	17
22-Oct-2007	LOSTOCK RESIDENTS/PLANNING MEETING	17:10	20:10	17
24-Oct-2007	COUNCIL	17:45	21:20	17

Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p
£ p	£ p	£ p

Total Miles	Total Amount	Total Amount	Total Amount
102	£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used  

PAY-M1  
10 10 2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to

Payroll Shared Services Centre, 5th Floor, Paddley House, Bolton BL1 4JW

PAID

BOLTON MBC

# Members' Allowances Claim Bolton Council

PAYROLL SECTION

Name IAN HAMILTON	Home Address 52 LYMBRIDGE DRIVE, BLACKROD, BOLTON	Pay No. [REDACTED]
Car Make/Model KIA PICANTO	Registration [REDACTED]	Exact CC 1086
		Month NOVEMBER 20 00

I certify that:-

(a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.

(b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.

(c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.

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

(e) 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.

(f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

**FOR MEMBERS' SERVICES USE ONLY**

Subsistence T		Total Miles	199
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	
Carer's Allowance		Date	

Signed [REDACTED] Member	Date 2-Nov-2007
I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.	
Authorised [REDACTED] Members' Services	Date 4th December 2007.

Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance
		Departure	Return				
8-Nov-2007	CLEANER/GREENER/SAFER PDG	9:00	10:15	17	£ p	£ p	£ p
8-Nov-2007	EXTERNAL ORGANISATIONS PDG	13:30	15:00	17	£ p	£ p	£ p
9-Nov-2007	LIBRARY SUB COMMITTEE	9:45	13:00	12	£ p	£ p	£ p
12-Nov-2007	ADULTSERVICES/CULTURE	15:15	17:30	17	£ p	£ p	£ p
14-Nov-2007	LICENSING	13:15	16:00	17	£ p	£ p	£ p
19-Nov-2007	ADULTSERVICES/CULTURE	8:20	10:15	17	£ p	£ p	£ p
19-Nov-2007	CLEANER/GREENER/SAFER PDG	13:30	16:00	17	£ p	£ p	£ p
20-Nov-2007	AUDIT TRAINING	15:20	17:50	17	£ p	£ p	£ p
23-Nov-2007	LIBRARY SUB COMMITTEE	9:45	12:45	17	£ p	£ p	£ p
27-Nov-2007	LICENSING	13:10	19:30	17	£ p	£ p	£ p
28-Nov-2007	ENVIRONMENTAL SCRUTINY	17:00	19:00	17	£ p	£ p	£ p
29-Nov-2007	TWO TOWNS CHAIR/VICE CHAIR	15:20	17:30	17	£ p	£ p	£ p
<b>Total Miles</b>					199		
					<b>Total Amount</b>	<b>Total Amount</b>	<b>Total Amount</b>
					£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

If you require more lines, please use a Members' Allowances Additional Sheet  
 PAY-M1  
 12.10.2007

All claims must be signed and authorised by Members' Services before payment can be made, and should be sent to  
 Payroll Section, Member Services, 5th Floor, Radisson House, 5-7, ...

Number of Additional Sheets Used [ ]

see month 9.

# Members' Allowances Claim


# Bolton Council

Name	IAN HAMILTON	Home Address	52 LYMBRIDGE DRIVE, BLACKROD, BOLTON		Pay No.		
Car Make/Model	KIA PICANTO	Registration		Exact CC	1086	Month	MARCH 20 00


I certify that:-

- (a) (For Car Allowance claims only) I have actually and necessarily incurred the mileage claimed in accordance with the Council's scheme of Motor Car Allowances.
- (b) (For Car Allowance claims only) I am the holder of a full, current and valid driving licence and MOT certificate (where applicable), and I have complied with the Council's insurance requirements with regard to the use of my car on Council business.
- (c) (For Car Allowance claims only) I will retain VAT receipts covering all journeys for six years in order to comply with HMRC regulations.
- (d) I have actually and necessarily incurred expenditure in travelling and subsistence for the purpose of enabling me to perform duties as a Member of Bolton Council, I have actually paid the fares and made other payments shown on this form, and that all amounts claimed are strictly in accordance with the rates determined by Bolton Council.
- (e) 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.
- (f) The particulars inserted on this form are correct, and I understand that fraudulent claims may result in disciplinary action.

## FOR MEMBERS' SERVICES USE ONLY

Signed  Member Date 01/04/2008 2-Nov-2007

I certify that I have examined this allowance sheet, the figures recorded are reasonable, and the expense was necessary.

Authorised  Members' Services Date

Subsistence T		Total Miles	165
Subsistence NT		<b>For Payroll Use Only</b>	
Expenses NT		Input by	CM
Carer's Allowance		Date	3.4.08

Date	Reason for Journey (including From and To)	Time of		Miles Claimed	Subsistence Allowance	Fares and Other Expenses	Dependent Carers Allowance	
		Departure	Return					
3-Mar-2008	VOLUNTARY SECTOR GRANTS PRESENT.	10:15	12:00	17	£ p	£ p	£ p	
7-Mar-2008	AUDIT COMMITTEE	9:15	11:00	17	£ p	£ p	£ p	
10-Mar-2008	CULTURE AND COMMUNITY S	8:20	11:00	12	£ p	£ p	£ p	
10-Mar-2008	COUNCIL	15:30	22:45	17	£ p	£ p	£ p	
11-Mar-2008	VOLUNTARY SECTOR GRANTS PRESENT.	10:15	12:30	17	£ p	£ p	£ p	
11-Mar-2008	AREA WORKING	13:30	17:00	17	£ p	£ p	£ p	
12-Mar-2008	CLEANER/GREENER/SAFER PDG	13:30	17:00	17	£ p	£ p	£ p	
18-Mar-2008	ADULT SERVICES	8:15	11:30	17	£ p	£ p	£ p	
26-Mar-2008	LIBRARY SUB COMMITTEE	9:00	12:45	17	£ p	£ p	£ p	
31-Mar-2008	ADULT SERVICES	8:30	11:30	17	£ p	£ p	£ p	
					£ p	£ p	£ p	
					£ p	£ p	£ p	
				Total Miles	Total Amount		Total Amount	
				165	£ p	£ p	£ p	£ p

Please only enter the number of miles. Do not calculate an amount for payment.

Total Miles	165	Total Amount	£ p	Total Amount	£ p	Total Amount	£ p
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If you require more lines, please use a Members' Allowances Additional Sheet

Number of Additional Sheets Used