

APPENDIX C (To Members’ Allowance Scheme)

LOCAL GOVERNMENT ACT 1985

LOCAL GOVERNMENT (MEMBERS’ ATTENDANCE ALLOWANCES) ORDER 2013  
THE LOCAL AUTHORITY MEMBERS’ (TRAVELLING ALLOWANCES) ORDER 2000

CLAIM FOR ALLOWANCES BY MEMBERS OF  
ONCHAN DISTRICT COMMISSIONERS

MONTH: \_\_\_\_\_

MEMBERS’ NAME: \_\_\_\_\_

I certify that I have carried out the Authority duties detailed overleaf, and I submit the following claim:-

Travel Expenses: Fares (Tickets/Receipts attached)	£	_____
Mileage in my own vehicle _____ miles @ _____ per mile	£	_____
Daytime Attendance Allowance @ £12.50 per hour Daytime Maximum £50.00 per session	£	_____ (a)
Evening Attendance Allowance @ £7.50 per hour Evening Maximum £30.00 per session	£	_____ (b)
I claim the total sum of	£	_____ (c)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

"Daytime" means any 4 hour period between 8.00 a.m. and 1.00 p.m. or 1.00 p.m. and 6.00 p.m.; and "Evening" means any 4 hour period between 6.00 p.m. and midnight.

Claims to be submitted on a monthly basis.

The maximum allowances payable by virtue of paragraph 2 (3) of Schedule 2 of the Act within a financial year is:-

- (a) £3,600 for attendance only at Evening sessions; or
- (b) £6,000 for attendance only at Daytime sessions or at both Daytime and Evening sessions.

Mileage rates: vehicles up to 1300 cc, £0.44 per mile, over 1300 cc, £0.50 per mile (applies up to a maximum of 6,000 miles per year). Mileages from Members’ residence to the Town Hall available on request. If buses or taxis are used instead of Members’ own vehicles, tickets or receipts must be attached.

Please return the completed form to the Chief Executive/Clerk.

Part 6 – Members' Allowance Scheme

Date	Details of Daytime Meeting or Approved Duty	No. of Hours	Amount Due		Travel Expenses	
			£	p	£	p
		Sub Total Daytime	(a)			
	Details of Evening Meeting or Approved Duty					
		Sub Total Evening	(b)			
			(c)			
			TOTAL			

FOR OFFICE USE ONLY	
ATTENDANCE: CODES 6360	VAT: EXEMPT
TRAVELLING: CODES 6362	VAT: EXEMPT
Paid Date:	Signed By Dept:
Entered in Register by:	Authorised By: