CT/PUMA1

(Sep 2012)

legal ability to do so.

DEVON COUNTY COUNCIL



TRAVEL, SUBSISTENCE AND OTHER BENEFIT CLAIM FORM (CARPLAN)

Do not attach any receipts to this form. (See Declaration below)

Both sides of this form must be completed in order for payment to be made.

Please report any vehicle change details to the Car Plan Team. You must report to your manager any changes in your physical fitness to drive or your

SECTION 1 - To be comple	ted in all ca	ises								
Assignment Number				-		Home Address				
Surname:		li	nitials:	:						
Department										
Please select the date on v		25th of t	the mo	onth						
get paid. Tick as appropri	ate:	Last Day o	of the I	month	<u> </u>	Postcode:				
SECTION 2 -To be comple	ted in all ca	ses						alaim for each month	of	
Claim for Month:	M Y	Y Y	Y			Important:	Please submit a separate ravel/expenses claimed.	claim for each mond	101	
Claim for Month.										
SECTION 3 -To be filled in	by new cla	imants/clair	mants	with ch	nange	of details.				
Start date or change date:	D D	MM YYYY				Is this	change permanent?	YES / NO		
Vehicle cc (do not round) eg: 1198 cc not 1200 cc						Vehicle	Registration Number			
User Type	0.000	ser types: sual, E = Esser	ntial, L =	: Lease		Vehicle	е Туре	Valid vehi C = Car, \ M = Moto	V - 3-wheeler,	
* A new claim form is requi	red for each	user type, ve	ehide 1	type or o	change	of vehicle each	month.			
*See overleaf for	mileage	and exp	endi	iture	code	es.				
SECTION 4 - Mileage clai	m details. C	Complete as	requi	ired.					NT LIGE ONLY	
Miles claimed	Mileage rate code		A	Analysis	Code	FOR DEPARTMENTAL/ESTABLISHMENT USE To be used for projects/calculate values etc				
1 1 1			-		-	-				
1 1 1			-		-					
			-	-						
Please tick here if						mileage clai	med:			
SECTION 5 - Expenditure	claim deta	ils. Comple of units at	te as r							
Expenditure code	nationa	l rate, eg	Or	Value lin	of clair ne ◊	n	Analysis Code		Net amount	
1 1 1	lun	ches					-	-		
							-	-		
1 1 1)-	-		
Declaration: I certify that to the best of on behalf of the Authority true record, then I may be drive and I have driven in I confirm that I am aware incur personal tax liability for retention.	whilst carryir subject to d a suitable, ta	ng out the builting action in the builting ac	usiness ction. ad-work	s of the A I certify thy vehice	Author that I h cle whi	ity. If it is subsequed to the control of the contr	uently proven that claims uppropriate driving licence "use on employer's busing receipt for fuel for a mini-	e for the vehicle I hav ness". mum of 2 years, Fail	e used. I am fit to ure to do so could	
Signed:						(Claimant)	Date:			
Part B - To be complete I certify that the mileage/e Signed:	d by Manag expenses cla	imed by the	above	are cor	rect. I	authorise payme		e Payment Grid abov	e.	
Contact Telephone No:		(Authorised	d Officer	r) 	Da	nte:	(6)	ai ii neoj		

Journey dates	Journey, points of call and reason for journey (exact routes please) and/or reason for expenses claimed (eg car parking, telephone calls) THIS MUST BE COMPLETED	VEHICLE USERS ONLY Mileage claimed	Expense: VATable or composite items	s claimed Non- VATable items
	TOTALS			

APPENDIX E

Journey dates	Journey, points of call and reason for journey (exact routes please)	VEHICLE USERS ONLY
Courney dates	occine, perme of containing and perme of containing and containing	Taxable Mileage Claimed
	TOTAL	

*Codes for the completion of the form:

Mileage Code Info:

MILLE	age code into.
C	Use this code for business mileage for casual users.
	Use this code for business mileage for essential users.
AP	Use this code for Appendix E mileage. (Where the workbase has moved incurring further travel miles for users)
P	Use this code for passenger miles. (Passenger miles are paid at 1p per mile per passenger, If carrying more than one passenger, multiply the
	mileage travelled by the number of passengers taken.)

Expenditure Code Info:

	Takan Coas III Ci
EXP1	VATable expenses including Off-street parking, meals/refreshments, sundry items, petrol and oil for county owned vehicles (receipt with VAT
	number required).
EXP2	Non-VATable expenses including Train and Bus Fares, Bridge Tolls, Stamps, Books, Courses, telephone calls from a public telephone, on-street
	parking (where no VAT receipt is obtainable).
EXP4	Part VATable expenses including Bed and Breakfast and Hotel bills or any mixed expenditure with partial receipts.
	Attach the telephone bill to the back of your claim. The sub and detail code for rental is 4502, business calls are coded to 4502.
TLBC	

Devon Sea Fisheries expenditure codes only:

CODE	Description	VATable	Nlable	Taxable at	PIID Report Item	Rated Item	Payroll Indicative
NBR1	Breakfast	N	N	N	N	Y	536
NLR1	Lunch	N	N	N	N	Y	536
NTR1	Tea (return after 7pm)	N	N	N	N	Y	536
NER1	Evening Meal (return after 8pm)	N	N	N	N	Y	536

CODE	Description	VATable	Nlable	Taxable at	PIID Report Item	Rated Item	Payroll Indicative
NBR1	Meals on Wheels	N	N	N	N	N	533
NLR1	Other out of pocket allowances	N	Y	Y	N	N	317