
Elected Members' – Entitlements and Training

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	16 December 2009
Amended:	16 September 2020

Objective

The objective of this policy is to provide a clear:-

- outline of entitlements available to Council Members under the **Local Government Act 1995** (LG Act) and **Local Government (Administration) Regulations 1996** (LG Regulations) and within the prescribed ranges set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.
- guidelines to council members with regard to:
 - Completion of training in accordance with the *Local Government Act 1995 Section 5.126(1)* and regulations.
 - Access to training and development programs that may enhance and improve the skills necessary to perform their role and function as a council member.
 - Travel and accommodation arrangements when required to travel on Shire business.

Policy Statement

In addition to those entitlements available to Council Members (Member/s) under legislation, the policy outlines "approved expenses" the Shire will reimburse to Members if incurred in their capacity as a Council Member.

This policy provides a framework to all Council Members on training, professional development and travel related to Shire representation, for the benefit of the council and the community.

The Council also recognises that Members have a responsibility to undertake development opportunities necessary to enable them to fulfil their duties of public office. To this end the policy provides for allowances to facilitate attendance at conferences and training opportunities.

Scope

1. Allowances

Elected Member meeting attendance fees and the Shire president's local government allowance are to be paid on a quarterly basis, in arrears.

1.1 Shire President Allowance

The annual local government allowance for the Shire President is set by Council in accordance with the appropriate SAT bands (Table 7) for 'Annual allowance for Mayor or President of a Local Government'.

1.2 Deputy Shire President Allowance

An annual local government allowance is to be paid to the Deputy Shire President is set in accordance with section 5.98(A) (1) of the Local Government Act 1995, which is up to 25% of the annual local government allowance payable to the Shire President within prescribed legislation.

1.3 Elected Member Meeting Attendance fee

The annual local government attendance fee for Elected Members is set by Council in accordance with the appropriate Salaries & Allowances Tribunal (SAT) bands and is referenced in "Table 5" titled "Council meeting fees per meeting – regional local governments".

1.4 Shire President Attendance fee

The annual local government attendance fee for the Shire President is set by Council in accordance with the appropriate Salaries & Allowances Tribunal (SAT) bands and is referenced in "Table 5" titled "Council meeting fees per meeting – regional local governments".

1.5 Annual allowance in lieu of reimbursement of expenses

In accordance with section 5.99A of the Act, Council provides an annual allowance to Elected Members in lieu of reimbursement of particular types of expenses, including information and communication technology (ICT).

1.6 Information, Communication and Technology (ICT) Expenses Allowance

In terms of ICT Expenses, the annual allowance is referenced above in point "1.5". It is designed to meet all telecommunications costs including telephone, mobile phone, mobile device (iPad), home computer and internet charges.

This allowance is paid in the form of the provided computing equipment (in the form tablet/iPad) whichever is adopted by Council from time to time with appropriate software as needed.

Council supplied equipment is only to be used in relation to Council business. The onus rests with each Council Member.

2. Expenses to be Reimbursed

2.1 The kinds of expenses that are to be reimbursed under the LG Act and LG Regulations are:-

- a) travel costs; incurred because of the Member's attendance at a Council Meeting or a meeting of a Committee of which he or she is also a member;
- b) *child care costs; and
- c) parking.

2.2 Expenses approved for reimbursement

LG Regulations 32(1)(a) prescribes expenses that may be approved by a Local Government for reimbursement.

The express authority of the Council is given to Council Members to perform the following functions to which an expense incurred can be reimbursed:

- a) attendance by an Elected Member at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer;
- b) attendance by an Elected Member at any meeting of anybody to which the Elected Member has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer;
- c) attendance by an Elected Member at any annual or special electors' meeting;
- d) attendance by an Elected Member at a Shire of Chittering civic function to which all Council members are invited;
- e) attendance by an Elected Member at a citizenship ceremony conduct by the Shire;
- f) attendance by an Elected Member at any ceremony for the presentation by the Shire of awards to school students by any member responsible for presentation of the awards;
- g) attendance by an Elected Member at any meeting of a ratepayer/residents association dealing with the interests of an area represented by that Elected Member;
- h) attendance by an Elected Member at any site where:
 - i) the site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
 - ii) the attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting.
- i) attendance by an Elected Member at a meeting with the Chief Executive Officer or a Manager of the Shire at the request of the Chief Executive Officer or a Manager;
- j) attendance by an Elected Member at a meeting with a ratepayer/resident or a local body or group to discuss any local government matter; and

- k) attendance by an Elected Member at a funeral for those deceased persons recognised under the Shire of Chittering's Bereavement Recognition Policy.
- l) attendance by the Shire President at a meeting or function of anybody including any State Government body, in his or her capacity as the Shire President, including attendance by the Deputy Shire President or an Elected Member in place of the Shire President;
- m) any other function, meeting or event in their role as an Elected Member that is supported by a written invitation.

2.3 Child Care Expenses

2.3.1 The extent to which a Council Member is to be reimbursed for child care costs incurred under 2.1 (where they are a parent or primary carer) whilst performing a function in his or her capacity as a Council Member or a function under the express authority of the Council is to be the maximum allowance provided for under the legislation, or the actual cost per hour whichever is the lower amount.

****Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.***

2.3.2 Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.

2.4 Travel and Parking

Pursuant to section 5.98(2)(a) and Regulations 31(1)(b), an Elected Member who incurs travel and parking expenses whilst performing a function in his or her capacity as an Elected Member or under the express authority of the council is entitled to be reimbursed.

2.4.1 If the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back;

2.4.2 If the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back –

- a) for the person to travel from the person's place of residence or work to the meeting and back; or
- b) if the distance travelled referred to in sub-paragraph (a) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.

- 2.4.3** If the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back –
- a) for the person to travel from the person's place of residence or work to the meeting and back; or
 - b) if the distance travelled referred to in sub-paragraph (a) is more than 100km for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to the boundary.
- 2.4.4** Elected Members shall endeavour, where practical, to make arrangements to utilise a Council vehicle to attend appropriate meetings.

2.5 Procedures for Reimbursement

- 2.5.1** All claims for reimbursement must be lodged on the appropriate claim form; and are to be entered onto the Shire's spreadsheet (Appendix 1) and emailed to the Chief Executive Officer at the end of each quarter (as listed below).
- 2.5.2** The rate per kilometre shall reflect actual cost and will be as specified in the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission.
- 2.5.3** In submitting claims for reimbursement the Council Member shall detail the date of the claim, particulars of travel and nature of business, distance travelled, vehicle displacement and the total travelled in kilometres and certify the accuracy of such information.
- 2.5.4** This should be accompanied by supporting documentation where applicable (i.e. relevant invitation to support attendance at a function.)
- 2.5.5** Dates of payments for reimbursement are:
- a) 30 September
 - b) 31 December
 - c) 31 March
 - d) 7 July
- 2.5.6** All claims for the current financial year must be submitted for processing by 1 July and paid by 7 July (in the next financial year).
- 2.5.7** Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Council Member.
- 2.5.8** Parking Fees: Parking fees incurred as a result of performing a function as a Council Member or under the express authority of the Council shall be reimbursed upon lodgement of receipts accompanied by the associated travel claim form.
- 2.5.9** With reference to Section 2.2 (b), in instances where Council Members are appointed to a committee or body for which nominations have been sought by an organisation other than Council, then that appointment is to be endorsed by

Council in order for the Member to claim reimbursement of costs associated with attending meetings.

3. Items to be provided by the Shire to Council Members

- 3.1** The CEO will make available to Elected Members, for use during their term in office:
 - a) a mobile computing device (iPad or similar tablet device).
 - b) Name Badges as required.
 - c) Access to a meeting room within the Shire's administration offices for meetings with ratepayers and others having business with the Shire.
- 3.2** Equipment and consumables are only to be used in performing the function of Council Member and are not to be used in any way associated with campaigning for election as a Council Member.
- 3.3** As a general rule, mobile devices (such as iPad's) will be provided and maintained by the Shire. However, in certain circumstances, and with the approval of the Chief Executive Officer, Elected Members may provide their own compatible mobile device.
- 3.4** Council will budget separately for the purchase of mobile computing devices (tablets) and for the cost of the Broadband service.
- 3.5** The devices (tablets) will remain as an asset of the Shire and one provided to the Councillors for the business of Council.
- 3.6** Broadband data usage shall be set at a level to allow Councillors to properly perform their roles.
- 3.7 Management of Elected Members Tablets**

Provision of a mobile computing device (tablet) is subject to the following:-

 - 3.7.1** Council shall make provision for the ongoing maintenance of equipment referred to above with all maintenance costs being met by the Shire.
 - 3.7.2** In the event of a malfunction of the equipment the Council Member is to contact, during business hours, the Executive Assistant to the CEO who will coordinate the request for maintenance.
 - 3.7.3** Under no circumstances should a Council Member undertake repairs or maintenance to Council equipment without the authority of the Chief Executive Officer.
 - 3.7.4** Provision of Information, Communication and Technology (ICT) equipment will be subject to the Shire's standard replacement program which will be (4) four years from date of purchase.
 - 3.7.5** To avoid doubt, the items provided above are to be returned by the member to the Shire within 14 days of ceasing to be an elected member or whenever requested to do so by the CEO
 - 3.7.6** Mobile devices (including iPads) which are used for the business of Council will, from time to time, contain confidential information relating to the business of

the Shire. As such, they must be appropriately secured /password protected and remain in the possession of the Elected Member.

- 3.7.7** Elected Members must acknowledge that all information, and associated documents, contained, at any time, on the tablet/s remain the property of the Shire of Chittering; and that at any time may be the subject of a Freedom of Information (FOI), Police, Crime and Corruption Commission or other competent authority inquiry and as such may be made available to any of these investigating bodies. In addition all documents, images, sound recordings and emails are subject to the State Records Act 2000 and as such form part of the official record of the Shire of Chittering and therefore must be maintained in accordance with the Act.
- 3.7.8** If an iPad device is lost or misplaced, this must be reported to the Shire staff at the earliest opportunity. Users must be aware that the device can be remotely locked and the contents deleted if necessary. It is the users' responsibility to take additional precautions such as backing up contacts, photos and email.
- 3.7.9** From time to time, Elected Members may be required to bring in their Shire supplied devices so that the Shire staff can check settings and automatic update functions.
- 3.7.10** Shire supplied mobile computing devices will be pre-loaded with relevant work related software and applications. The installed software and applications are required to remain on the device in usable condition and be readily accessible at all times.
- 3.7.11** All software and applications installed on the Tablets, are to be approved – prior to installation – by the Council's IT support provider.
- 3.7.12** While it is expected that Elected Members may use the Tablets to conduct research, communicate with people, conduct general Council business and store relevant documentation and photographs; Elected members are not permitted to use their Council issued tablet to send or knowingly download any explicit, discriminatory or pornographic content, access the dark-web, download or store pirated material or store other images that may reflect badly on the Shire and the devices are not to be used for operating a business or for any illegal activity.
- 3.7.13** Mobile devices (such as iPads) will not be made available for purchase by Elected Members while they remain in office. The existing device must either remain in service or if the device requires updating for age/technology reasons, the old device must be returned and a new one will be purchased.
- 3.7.14** When an Elected Member ceases to be an Elected Member, the iPad /tablet may be offered to the individual for purchase at the written down value. In such cases, the device is required to be presented to Council staff so that the sim card can be removed and the device reset to its factory settings. The

individual will be required to ensure that they back-up their contacts, photos and any other personal information they wish to retain as all data on the device will be erased.

3.8 Electronic Agendas

3.8.1 The preferred technology for disseminating and managing Council Agenda Papers, Agenda Forums and Information Sessions is via an online format utilising an approved Mobile Computing Device.

3.8.2 To minimise printing costs, paper based agendas will not be distributed unless specifically requested. If a particular Elected Member requests paper based agendas on a permanent basis, then such arrangements will require the approval of Council.

3.9 Email Usage for Shire Business

For the purposes of activity related to Shire business, the user should conduct all e-mail communication through their assigned Shire email account.

4. Professional Conferences

4.1 To enable members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire, the Chief Executive Officer is authorised to arrange, at the Shire's cost, and at the request of an Elected Member:

- a) registration at professional conferences and meetings referred to above are to be:-
 - i) considered by the CEO to be directly relevant to the Shire's affairs; or
 - ii) convened by the Western Australian Local Government Association (WALGA) including the Convention.

4.2 The type of conference that Elected Members attend will be related to a particular function or activity in which Council is involved rather than individual or personal development type conference/seminars.

4.3 An Elected Member who is funded by the council to attend a conference, seminar, forum, delegation or similar event, shall participate as a representative of the council, not as an individual.

4.4 Registration at conferences will include the dinner for the Elected Member.

4.5 Subject to the Section 4.1, a maximum amount (per Elected Member) is set annually for attendance at conferences in accordance with the Shire of Chittering Annual Budget.

4.6 For the purpose of Regulation 32(1)(a), the express authority by resolution of the Council is given to Elected Members to perform the following function – the attendance by an Elected Member at a professional conference, the registration for which is arranged by the Chief Executive Officer.

5. Travel and Accommodation

Travel and accommodation expenses incurred as part of attending professional development activities must be in accordance with Section 5 of this policy - Elected Members' – Entitlements and Training.

5.1 Travel within Western Australia

Elected Members may attend Shire representation events within Western Australia during their term of office upon the following conditions:

- 5.1.1** The travel falls within the definitions for conference, professional development or delegation;
- 5.1.2** Prior approval has been granted by the mayor or deputy mayor as applicable;
- 5.1.3** In deciding whether approval is to be granted the mayor or deputy mayor should take into consideration the council members remaining term of office; and
- 5.1.4** There is sufficient budget allocation for the council members travel.

5.2 Travel outside of Western Australia

Council Members may attend Shire representation events held outside WA and overseas during their term of office upon the following conditions:

- 5.2.1** The travel falls within the definitions for conference, professional development or delegation;
- 5.2.2** An item has been presented to the council with the exclusion of the Shire President's and/or councillor acting in that office, interstate travel specifying:
 - 1. the benefit to the City of the attendance at the conference, professional development or delegation;
 - 2. whether, if applicable, there is a necessity to send more than one council member; and
 - 3. whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.
- 4. Approval has been granted by council resolution; and
- 5. There is sufficient budget allocation for the council members travel.

5.3 General conditions of travel

5.3.1 Bookings

Travel, accommodation and registrations will be booked by the Office of the Chief Executive Officer. This will allow the Shire to take advantage of any discounts offered. Where practicable, travel requests should be provided at least one month before travel to allow adequate time for bookings to be made.

5.3.2 Travel

- 5.3.2.1** The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- 5.3.2.2** The proposed duration of the conference attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Chittering, will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference.
- 5.3.2.3** Where a council member chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the council member will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.
- 5.3.2.4** Air travel will be booked as one return economy class airfare on the most economical flight. The cost of any upgrade to business class shall be paid from the council members' personal funds or personal frequent flyer points.
- 5.3.2.5** Other than to amend departure times, tickets provided to representatives of the Shire are not to be exchanged, downgraded or rebated for any reason. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.
- 5.3.2.6** The Shire President shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence.
- 5.3.2.7** Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development at the discretion of the Chief Executive Officer.
- 5.3.2.8** Taxi fares for reasonable travel requirements relevant to the conference and/or council business will be reimbursed upon return, upon the production of receipts to verify the expense.
- 5.3.2.9** Where an Elected Member elects to travel interstate by private motor vehicle they will be reimbursed for actual accommodation costs and vehicle costs in accordance with the Local Government

travel allowance up to an equivalent amount that would have been expended had the travel occurred by air.

5.3.2.10 All claims for reimbursement must be lodged on the appropriate claim form and submitted to the Office of the CEO to process for approval and payment. Claim forms must be submitted with accompanying receipts for all expenses in order to be reimbursed.

5.3.2.11 A part of the Shire's business travel insurance policy, any travel insurance for Council Members or their spouses is provided for as part of that certificate of currency.

5.3.3 Accommodation

Accommodation for an Elected Member will be booked, where practicable, in a standard room at a reasonably priced hotel at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and/or after the event where necessary because of travel, airline flights and/or event timetables.

5.3.4 Meal and Incidentals

The following expenses incurred by an Elected Member in performing a function referred to in Clause 4.1 (a) are approved for reimbursement:

5.3.4.1 The Shire will pay to a daily and combined level for reasonable costs of meals and incidentals per annual ATO Taxation Determination. Such expenses which will be paid or reimbursed by the Shire include:

- Taxi, rideshare (i.e. Uber), train, bus and tram fares to/from the airport and the venue during the conference;
- Vehicle hire, petrol and parking fees;
- food and beverages consumed by the member during the conference - being breakfasts, lunches and/or dinners not included in the registration fee.
- Laundry and dry cleaning - if the stay is for more than three days.
- costs associated with the attendance of the Elected Member at any meetings or forums with other government bodies or associations, at the discretion of the CEO.

5.3.4.2 The extent to which the costs are to be reimbursed is the "actual cost". All costs are to be fully substantiated by receipts and invoices and a Council Member Reimbursement of Expenses form is to be

completed and submitted to the Office of the CEO to process for approval and payment.

5.3.4.3 The Shire will not pay for or reimburse:

- Alcohol expenses of any type;
- Entertainment costs not associated with those scheduled as part of the Shire Representation event.
- Any expenses associated with matters other than those attended to while attending the Shire Representation event.
- A meal allowance if the conference provides meals as part of the package.

****Meal and beverage claims will be accepted where it is reasonable for the Elected Member to have incurred the expense. Meal claims will not be accepted where meals are provided at the event or activity or where the expense is incurred outside of reasonable travelling times for example more than a day in advance of or after the end of the event or activity.***

5.3.5 Accompanying persons

5.3.5.1 In recognising the contribution of elected members to the community and period of time spent away from an elected member's principal residence, for elected member development Council authorises payment of associated expenses of Elected Members' spouses/partners to attend one (1) conference annually in Western Australia.

5.3.5.2 A partner or spouse may accompany a council member to a Shire Representation event/s but the Shire will not pay for partners and spouses to accompany Council Members on Council business - other than payment for attendance at the official conference dinner.

5.3.5.3 All expenses incurred by the accompanying person are to be paid by the accompanying person or council member, except the following which will be paid or reimbursed by the Shire:

- Official conference meals; and
- Accommodation provided there is no increase in accommodation costs arising if the council member attending the event on their own.

5.3.5.4 Where the Shire meets an account containing any expenditure of cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the council

member/accompanying person within 30 days of being invoiced for such expenditure.

- 5.3.5.5** Where Council is represented by a person requiring assistance for the reason of disability, the accompanying person shall be given the same privileges as the representative regarding the travel, accommodation and reasonable expenses incurred.

6. Workplace Information

Following participation in an event covered by section 2 or a Shire Representation event of more than 5 days' duration covered in section 4:

- 6.1** The council member(s) is expected to submit an individual or composite report (where approval has been granted for more than one member to attend) for inclusion in the next ordinary Council meeting briefing session.
- 6.2** The report should document;
- the program and major points of interest to the shire;
 - whether the objectives of the participation were met;
 - the benefits to the council member, council and the community; and
 - the value of future attendance or representation by council at similar events.
- 6.3** All conference and training papers remain the property of the Shire.

7. Professional Development

7.1 Commitment to professional development

- 7.1.1** As the public face of the council and as community representatives, council members play an integral leadership role in the processes for the development, communication and representation of the Council Strategic Plan and the council's policies, strategies and programs.
- 7.1.2** Professional development for council members contributes towards a positive presentation of the Council for the betterment of the organisation and the community.
- 7.1.3** Council will allocate funds through its budget process to meet approved professional development needs of council members.

7.2 Mandatory Training

Each council member must complete training in accordance with the *Local Government Act 1995, Section 5.126(1)* and the *Local Government (Administration) Regulations 1996*:

7.2.1 Council Member Essentials

An Elected Member must pass the course titled *Council Member Essentials* in accordance with the *Local Government (Administration) Regulations 1996* within a period of twelve months beginning on the day on which the council member is elected. The course consists of the following modules:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets; and

Is provided by any of the following bodies –

- i. North Metropolitan TAFE;
- ii. South Metropolitan TAFE; and/or
- iii. WALGA

7.2.1.1 Priority will be given to the attendance of any new Elected Member at any induction or training course that is specifically organised for the benefit of the new Elected Member.

7.2.1.2 An Elected Member is not entitled to any subsidy where a course of study is subsidised through other means.

7.2.2 Exemption from Mandatory Training

A council member is exempt from the requirement in section 5.126(1) of the Local Government Act 1995 if:

7.2.2.1 the Elected Member passed either of the following courses within the period of five years ending immediately before the day on which the council member is elected:

- Council Member Essentials;
- 52756WA Diploma of Local Government (Elected Member) ;

or

7.2.2.2 the Elected member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the council member is elected.

7.2.2.3 A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

7.3 Personal development

Elected members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual council members may vary, each member is encouraged to seek the assistance of the Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

7.4 Funding for Professional Development

The council will allocate funds for professional development during the budget process.

7.5 Report on Training

The Shire must prepare a report for each financial year on the training completed by Elected Members in the financial year. The report must be published on the Shire's website within one month after the end of the financial year to which the report relates.

8. Dispute Resolution

All disputes in regard to this policy will be referred to the Chief Executive Officer, in the first instance. In the event that the Member and the Chief Executive Officer cannot reach an agreement, the matter will be submitted to Council for a ruling.

Acceptance of Terms

I hereby certify that I have received a written copy of the "Elected Members' – Entitlements and Training" Policy. I have read and fully understand the terms of this policy.

By: _____
Council Member's Signature

Dated: _____

Council Member's Printed Name

References:	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975 State Records Act 2000 Shire of Chittering Code of Conduct Elected Members
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Appendix 1: Elected Member Quarterly Claim Form

Name						
Date of Claim	Mileage Claim				Miscellaneous claims	
	Travel from	Travel to	Distance travelled	Reason for travel	Details of claim	Amount

