SCHEDULE 1

Regulation 2(7)(a)

"CLAIM FORM FOR ALLOWANCES AND EXPENSES

Journey Details		*Detailed Description of Approved Duty*	*Expense Items or Details of Journey*	*Car and Van Mileage*	*Boat Mileage*	*Motor-cycle Mileage*	*Bicycle Mileage*	*Passenger Mileage*[1]	*Subsistence*	*Accom-odation Details*	*Other Travel etc.*	*Other Expenses*
Depart Time and Date	Arrival Time and Date											
			Sub Total									
			Rate	£0.400	£2.000	£0.240	£0.200					
			Cash Value of Mileage Claim	£	£	£	£	£				

[1] Passenger mileage is £0.050 for car, van and motorcycle passengers and £0.250 for boat passengers.

SCHEDULE 2

"SCHEDULE 4

Regulation 2(8)

ANNUAL RETURN

Name: …… Council: ……..……

Position held: …….....… Annual salary: ……..…….

Allowances and Expenses									
Travel[1]				**Subsistence**		**Training and conference**	**Telephone & information technology (ICT)**[1] [2]		**Other allowances and expenses**
Car and Van		Other Travel		Accommodation	Meals				

Total expenses	**Total salary and expenses**

[1] Two columns are provided. This is to allow the Council, if it wishes, to show separately costs met directly by the Council, in addition to reimbursement of claims.
[2] Telephone and Information Technology (ICT) Expenses: excludes capital costs where the equipment is supplied by the Council and the Council retains ownership of that equipment.

Further information is available in the document – "Councillors' Remuneration: Remuneration, Allowances and Expenses – Guidance", available on the Scottish Government website.