

REDDITCH BOROUGH COUNCIL

Members' Allowances Scheme Expenses / Mileage Claims Procedure

1. Claim forms will be provided in the Group rooms and in the Democratic services team area.
2. Members should complete the form each month, including the details of car mileage covered, or enter other information, such as fares, car parking for journeys outside the Borough, and subsistence amount (if applicable). **The form should be signed and dated in ink, and returned to Democratic Services by the last working day of each month.**
3. Democratic Services will check forms, advise Councillors of any significant discrepancy and submit to payroll.
4. Payment is made by Bankers Automatic Clearing Services (BACS – payment direct to a Councillor's bank account) on **15th of each month**.
5. Claim forms submitted more than **two months** after the date of issue will not be processed.

So in brief:

Last working day of each month - last date for return of claim form to Democratic Services;

15th day of following month - payment made