



Claim for telephone and broadband expenses - Members

Period of Claim - 8/12/13 to 7/1/14

I claim reimbursement of the undernoted costs relating to the telephone and broadband lines installed in my house. I also claim reimbursement of calls identified on the attached bill as Council calls. I certify that I have paid the attached bill.

Councillor's name - DONALD REID

(Please tick appropriate box(es) below, amounts will be completed by Financial Services)

OFFICIAL USE ONLY
4027 2036 13.74
4026
4305 2.75.

		Payroll code	Amount claimed £ p
<input type="checkbox"/>	Installation and apparatus (100% of cost)	2036	
Telephone Line Rental -			
<input type="checkbox"/>	50% where line used for both personal and Council business	2036	
OR			
<input type="checkbox"/>	100% where line used for Council business only	2036	
Broadband Line Rental -			
<input type="checkbox"/>	50% where line used for both personal and Council business	4026	
OR			
<input type="checkbox"/>	100% where line used for Council business only	4026	
Calls -			
<input checked="" type="checkbox"/>	Calls on attached bill identified as Council calls	4027	13.74
Sub Total			
VAT on Sub Total at 20.00%		4305	2.75
Total claimed for business purposes			16.49.

The original telephone account must accompany this claim. This will be retained in Financial Services. A photocopy will be returned if requested.

Date 12/1/14

Signed [Redacted Signature]

Committee Services Use Only

CHECKED BY: [Redacted Name]

DATE RECEIVED
15 JAN 2014
PAYROLL

PAID
12 FEB 2014

