

WYRE FOREST DISTRICT COUNCIL

Reg. No. [REDACTED]

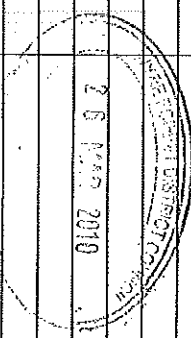
Payroll No. [REDACTED]
 NAME: ARTHUR BUCKLEY
 (BLOCK LETTERS)

Travelling and Subsistence Claim for month ending: 31st March 2010
 Division: [REDACTED] C.C. Rating: [REDACTED]

Make & Model of car: [REDACTED]
 If car changed since previous claim state date: [REDACTED]

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Subsistence and other expenses		Amount	
	From	To	From	To			Time Absent	Starter Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	p
24/2	HONS	QVIC			10	FULL COUNCIL				
9/3	-	DUKE			4	Parliament (85555555)				
16/3	-	-			4	AND IT				
18/3	-	-			4	COLESHAW SECURITY				
19/3	-	-			4	HYWAY FORUM.				
26/3	-	QVIC			10	MEETING PARLIAM'S NEW AND				
26/3	-	QVIC			10	MEETING 9.				
PAID										
Apr 10										

Miles 116.0



Total Subsistence, etc.

Totals for each Expenditure Code

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010	25	20	miles at p	25	20
Train / Bus / Taxi	35010			miles at p		
Subsistence	47010			miles at p		
TOTAL		25	20		25	20

I certify that:
 a) the above details are a correct record of official journeys, and that expenditure has actually been incurred on subsistence claimed and this has not been previously reimbursed.
 b) During the period of this claim, the vehicle was insured, official use was specified in the insurance certificate * and I held a current driving licence, I have neither done nor omitted to do anything to reduce or invalidate the said insurance.

* Annual check of business-use car insurance: checked by: [REDACTED] Date: [REDACTED]

Signed: [REDACTED]
 (Claimant)

Authorised: [REDACTED]
 (Authorised Signatory)

Date authorised: [REDACTED]

RECEIPTS MUST BE ATTACHED AS EVIDENCE THAT EXPENSE HAS ACTUALLY BEEN INCURRED.
 Receipts must be received by the Human Resources Division on or before the 6th of the month in which payment is required.