

WYRE FOREST DISTRICT COUNCIL

Payroll No. Marius Hart Division CLL Reg. No. December 2012 Make & Model of car. 2 White
 Travelling and Subsistence Claim for month ending December 2012 If car changed since previous claim state date. 2 White
 NAME (BLOCK LETTERS) C.C. Rating

Date	Details of Journeys			Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	Description	Mileometer				From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
	From	To	From	To			£	p	
04.12.12	Home	Wf Home	Wf Home	Home	6	Group Leader / List 200 Budget Mtg (am)			
04.12.12	Home	Wf Home	Wf Home	Home	6	Cal/MS (pm)			
06.12.12	Home	Wf Home	Wf Home	Home	6	ot 6			
11.12.12	Home	Wf Home	Wf Home	Home	6	Plan + Charge Mtg			
11.12.12	Home	Wf Home	Wf Home	Home	6	Planning OC			
14.12.12	Home	Wf Home	Wf Home	Home	6	Cabinet Mtg			
17.12.12	Home	Wf Home	Wf Home	Home	6	Members to meet / Cal Review Group			
18.12.12	Home	Green St	Green St	Home	6	Mtg with Gillis / Corporation King			
18.12.12	Home	Wf Home	Wf Home	Home	6	Cabinet			
					Miles <u>54</u>				

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PAID

Jan 13

Total Subsistence, etc.

Totals for each Expenditure Code				Mileage Rates		
Item	Code	£	p	£	p	
Mileage	33010	21	60	54	miles at 40 p	
Train / Bus / Taxi	35010				miles at p	
Subsistence	47010				miles at p	
TOTAL		21	60	PAYABLE	21 60	

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.....Date.....
 Signed..... Authorised..... Date authorised.....
 (Claimant) (Authorised Signatory)

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