



WYRE FOREST DISTRICT COUNCIL

Reg. No. ....

Travelling and Subsistence Claim for month ending November 2013

Make & Model .....

C.C. Rating 2 Ultra

Division HART

Payroll No. 112

NAI M HART Date 12/11/13 If car changed since previous claim state date .....

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To	From	To			From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
01.11.12	Home	Wf Home	Wf Home	Home	6	Cab / Car				
06.11.12	Home	Wf Home	Wf Home	Home	6	Asst Tmparty - CS Negate				
07.11.12	Home	Wf Home	Wf Home	Home	6	Roughly lunch club + W.A. + O.T.				
08.11.12	Home	Wf Home	Wf Home	Home	6	Chairman's Briefing - (9am)				
12.11.12	Home	Wf Home	Wf Home	Home	6	Cab / Com + Cablet (4pm)				
13.11.12	Home	Wf Home	Wf Home	Home	6	Group Leader				
13.11.12	Home	Wf Home	Wf Home	Home	40	Word Reg Service Duty (The Hive)			Car Park →	3 60
13.11.12	Home	Wf Home	Wf Home	Home	6	Planville DC				
20.11.12	Home	Wf Home	Wf Home	Home	6	Briefing Mike Pugh / Jo Vagstaff WAS fully covered - W.A.C				
22.11.12	Home	Wf Home	Wf Home	Home	6	Wf Home gen. meeting / lunch / club etc.				
27.11.12	Home	Wf Home	Wf Home	Home	6	Dept duty - <del>W.A.C</del> / lunch / club etc.				
27.11.12	Home	Wf Home	Wf Home	Home	6	Comm. Asst Tmparty - CS Negate etc.				
29.11.12	Home	Wf Home	Wf Home	Home	6	Dept duty - 1a. Briefing with Collett et al.				
					<b>Miles 124</b>					<b>Total Subsistence, etc. 3 60</b>

**PAID**

Rec 12

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010	49	60	124 miles at 40 p.	49	60
Train / Bus / Taxi	35010	3	60	miles at		
Subsistence	47010			miles at		
<b>TOTAL</b>		<b>53</b>	<b>20</b>	<b>PAYABLE</b>	<b>53</b>	<b>20</b>

Totals for each Expenditure Code			
Item	Code	£	p
Mileage	33010	49	60
Train / Bus / Taxi	35010	3	60
Subsistence	47010		
<b>TOTAL</b>		<b>53</b>	<b>20</b>

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.....  
 (Claimant)  
 Authorised.....  
 (Authorised Signatory)  
 Date authorised 5.12.12

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 6<sup>th</sup> of the month in which payment is required.