WYRE FOREST DISTRICT COUNCIL

Reg. No. ...

Payroll No. ...

Travelling and Subsistence Claim for month ending OCT – NOV 2012

Make & Model ...

NAME S WILLIAMS
(BLOCK LETTERS)

Division ...

C.C. Rating 1·8T

If car changed since previous claim state date ...

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
4/10	CHADDESLEY	–	FOREST	HOUSE	14	OVERVIEW AND SCRUTINY ✓					
8/10	"		"	"	14	LDF REVIEW PANEL ✓					
9/10	"		"	"	14	PLANNING COMMITTEE ✓					
7/11	"		"	"	14	MEMBERS FORUM ✓					
8/11	"		"	"	14	OVERVIEW AND SCRUTINY ✓					
13/11	"		"	"	14	PLANNING COMMITTEE ✓					
21/11	"		"	"	14	FULL COUNCIL ✓					
26/11	"		"	"	14	AREA OF HIGHEST NEED REVIEW ✓					
28/11	"		"	"	14	LDF REVIEW PANEL ✓					
					Miles	126 ✓			Total Subsistence, etc.		

PAID

DEC 12

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 hold 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.....

Totals for each Expenditure Code

Item	Code	£	p
Mileage	33010	50	40
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		50	40

Mileage Rates

		£	p
126	miles at 40p	50	40
	miles at p		
	miles at p		
=	**PAYABLE**	50	40

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 6th of the month in which payment is required.