

WYRE FOREST DISTRICT COUNCIL

Reg. No. 7

Travelling and Subsistence Claim for month ending 20

Make & Model of car

Payroll No. 5  
NAME WYRE FOREST  
(BLOCK LETTERS)

Division WYRE FOREST

C.C. Rating

If car changed since previous claim state date

Date	Description		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To			From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
8/12	Burdley	Kidder	8	Questioner Security Committee				
8/12	=	=	8	Planning Committee				
8/12	=	=	8	Meeting with T. Cooper				
8/12	=	=	10	Planning Committee				
8/12	=	=	12	Planning Site Visit				
8/12	=	=	8	Leisure Committee				
8/12	=	=	8	Officers + Security Committee				
8/12	=	=	4.2	Local Government Park Chairman				
8/12	=	=	8	Planning Committee				
8/12	=	=	10	Full Council				
8/12	=	=	10	Security Committee				
8/12	=	=	8	Waters Dinner Post Chairman				
8/12	=	=	10	Leisure Committee				
8/12	=	=	10	Planning Committee				
8/12	=	=	3	Burdley onwards at Kidder Park Chairman				

Miles 163

Total Subsistence, etc.

Totals for each Expenditure Code			Mileage Rates		
Item	Code	£	p	£	p
Mileage	33010	65	20	163	miles at 40 p 65 20
Train / Bus / Taxi	35010				miles at p
Subsistence	47010				miles at p
<b>TOTAL</b>		<b>65</b>	<b>20</b>		<b>PAYABLE 65 20</b>

Signed... (Claimant) Authorised... (Authorised Signatory)

Date authorised... 5.11.12

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.