

WYRE FOREST DISTRICT COUNCIL

MEMBER

Payroll No. T. A. HART Division C.C. Rating Reg. No. 20 Make & Model of car 1
 NAME T. A. HART Travelling and Subsistence Claim for month ending 20
 (BLOCK LETTERS)

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.	£
23-5-12	Home	Cure	Cure	Home	10	Full Council ✓				
27-6-12	Home	Cure	Cure	Home	10	Licensey ✓				
2-7-12	Home	Glades	Glades	Home	4	Leisure Partnership ✓				
5-7-12	Home	Duke HS	Duke HS	Home	4	Scouting ✓				
11-7-12	Home	Duke HS	Duke HS	Home	4	Housing Review ✓				
18-7-12	Home	Duke HS	Duke HS	Home	4	Briefing ✓				
24-7-12	Home	Cure	Cure	Home	10	Licensey ✓				
31-7-12	Home	Duke HS	Duke HS	Home	4	Housing Review ✓				
8-8-12	Home	Duke HS	Duke HS	Home	4	Special Scouting ✓				
8-8-12	Home	Duke HS	Duke HS	Home	4	Housing Review ✓				
22-8-12	Home	Duke HS	Duke HS	Home	4	Housing Review ✓				
28-8-12	Home	Duke HS	Duke HS	Home	4	Housing Review ✓				
6-9-12	Home	Duke HS	Duke HS	Home	4	Scouting ✓				
24-9-12	Home	Duke HS	Duke HS	Home	4	Habit ✓				
24-9-12	Home	Duke HS	Duke HS	Home	4	Full Council				
26-9-12	Home	Cure	Cure	Home	10	Council ✓				
27-9-12	Home	Duke HS	Duke HS	Home	4	Housing Review ✓				
Miles						88	Total Subsistence, etc.			

PAID

NOV 12

WYRE FOREST DISTRICT COUNCIL
 06 NOV 2012

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010	88	miles at	40p	35	20
Train / Bus / Taxi	35010		miles at	p		
Subsistence	47010		miles at	p		
TOTAL		=		PAYABLE		

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..... 5.11.12

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 6th of the month in which payment is required.

WYRE FOREST DISTRICT COUNCIL

Reg. No.
 Make & Model of

Payroll No.
 NAME **J. A. HART**
 (BLOCK LETTERS)

Travelling and Subsistence Claim for month ending **20**
 Division
 C.G. Rating

If car changed since previous claim state date

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Subsistence and other expenses		Amount	
	From	To	From	To			Time Absent	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	p
8-12-11	Home	Duke HS	Duke H	Home	4	Grants review panel ✓				
13-12-11	Home	Duke HS	Duke HS	Home	4	Grants review panel ✓				
2012										
5-1-12	Home	Duke HS	Duke HS	Home	4	Grants review panel ✓				
19-1-12	Home	Duke HS	Duke HS	Home	4	Members Forum ✓				
26-1-12	Home	Cure	Cure	Home	10	Full Council ✓				
30-1-12	Home	Duke HS	Duke HS	Home	4	Grants review panel ✓				
8-2-12	Home	Duke HS	Duke HS	Home	4	Scrutiny ✓				
9-2-12	Home	Duke HS	Duke HS	Home	4	Scrutiny ✓				
29-2-12	Home	Cure	Cure	Home	10	Full Council ✓				
8-3-12	Home	Duke HS	Duke HS	Home	4	Scrutiny ✓				
12-3-12	Home	Duke HS	Duke HS	Home	4	Audit ✓				
14-3-12	Home	Cure	Cure	Home	10	State of the Area Debate ✓				
20-3-12	Home	Duke HS	Duke HS	Home	4	Members Forum ✓				
12-4-12	Home	Duke HS	Duke HS	Home	4	Scrutiny ✓				
22-5-12	Home	Duke HS	Duke HS	Home	4	Scrutiny ✓				

Miles ~~82~~ **82**

Totals for each Expenditure Code

Total Subsistence, etc.

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010			82 miles at .40p	32	80
Train / Bus / Taxi	35010			miles at p		
Subsistence	47010			miles at p		
TOTAL						

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

Date authorised..... **5.11.12**

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WYRE FOREST DISTRICT COUNCIL

Payroll No. **J. A. HART**
 NAME **J. A. HART**
 (BLOCK LETTERS)

Travelling and Subsistence Claim for month ending **20**
 Division **C.C. Rating**

Reg. No. **ME**
 Make & Model of car **Nov 12**
 If car changed since previous claim state date

Date	Details of Journeys			Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	Mileometer			Time Absent	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.
18-5-11	Home	Civic	Civic	10	Fuel covered ✓		
2-6-11	Home	Duke Hs	Duke Hs	4	Scouting ✓		
29-6-11	Home	Duke Hs	Duke Hs	4	Park ✓		
6-7-11	Home	Duke Hs	Duke Hs	4	Scouting Bicycling ✓		
7-7-11	Home	Duke Hs	Duke Hs	4	Scouting ✓		
27-7-11	Home	Cure	Cure	10	Fuel covered ✓		
5-9-11	Home	Duke Hs	Duke Hs	4	Scouting ✓		
8-9-11	Home	Duke Hs	Duke Hs	4	Scouting ✓		
10-9-11	Home	Cure	Cure	10	Scouting ✓		
20-9-11	Home	Cure	Cure	10	Scouting Cabinet ✓		
28-9-11	Home	Cure	Cure	10	Fuel covered ✓		
29-9-11	Home	Duke Hs	Duke Hs	4	Park ✓		
6-10-11	Home	Duke Hs	Duke Hs	4	Scouting ✓		
13-10-11	Home	Duke Hs	Duke Hs	4	Scouting Bicycling ✓		
3-11-11	Home	Duke Hs	Duke Hs	4	Scouting ✓		
30-11-11	Home	Cure	Cure	10	Fuel covered ✓		
1-12-11	Home	Duke Hs	Duke Hs	4	Scouting ✓		
				Miles	104		

Totals for each Expenditure Code

Item	Code	£	p
Mileage	33010	104	40p
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		41	60

Mileage Rates

Item	£	p
Mileage	41	60
Train / Bus / Taxi		
Subsistence		
TOTAL	41	60

Total Subsistence, etc.

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