WYRE FOREST DISTRICT COUNCIL

Reg. No. ....

Payroll No. ....

Travelling and Subsistence Claim for month ending SEPTEMBER 2012. Make & Model of car....

NAME S-WILLIAMS
(BLOCK LETTERS)

Division.... C.C. Rating.... 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	Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
4/9	HOME			BLAKEDOWN	8	SITE VISIT (PLANNING) ✓					
4/9	"		DUKE	HOUSE	11	SPORT • LEISURE REVIEW PANEL					
6/9	"		"	"	11	OVERVIEW • SCRUTINY ✓					
11/9	"		"	"	11	PLANNING COMMITTEE ✓					
12/9	"		"	"	11	REVIEW PANEL Area of Highest Need					
13/9	"		"	"	11	MEMBERS FORUM ✓					
26/9	"		CIVIC	CENTRE	14	FULL COUNCIL ✓					

WYRE FOREST DISTRICT COUNCIL
08 OCT 2012

PAID
OCT 2012

Miles 77 ✓

Total Subsistence, etc.

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....

Totals for each Expenditure Code

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

Mileage Rates

		£	p
77	miles at 40 p	30	80
	miles at p		
	miles at p		
=	PAYABLE	30	80

Signed.... (Claimant)

Authorised.... (Authorised Sig

Date authorised 4.10.12

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.