

Sheet 2 of 3

WYRE FOREST DISTRICT COUNCIL

Payroll No. S1CLUEE
 NAME (BLOCK LETTERS)

Travelling and Subsistence Claim for month ending 1/8/2012

Reg. No. 118 2012
 Make & Model of car

Division C.C. Fosting

if car changed since previous claim state date.

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses State: Rail fare, Parking Fee, Breakfast, Lunch, etc. £	Amc £
	From	To	From	To			From	To		
2012					278	B/F				
23/6					12	Kiddominister Carnival ✓				97 2-
24/6					48	Army Cadets Lunch ✓				
25/6					12	Play Day S.O.S ✓				
26/6					10	Houghton Summer Lunch ✓				
26/6					12	H.R.H. Duke of York Visit S.O.S ✓				
27/6					4	BENDLEY MUSEUM MANAGEMENT CAMPAIGN ✓				
27/6					44	Freedom Parade Wores City ✓				
27/6					12	NEW H.Q. Time Casual ✓				
27/6					44	Worcester Uniform College ✓				
29/6					10	S.O.S - JOHN CUMMIS Reception ✓				
2/7					10	S.O.S - Meeting M. Parker K.H. Hamlyn ✓				
2/7					12	Green St - Meeting Joe Scully ✓				
4/7					10	Open Leaders ✓				
7/7					18	Shedston - Islamic College ✓				
7/7					12	W.F.S.O. - Kidderminster Town Hall ✓				
9/7					10	Albanian Visit to Lynn Bash ✓				
11/7					44	QUEENS LUNCH Guildhall Wores ✓				
					602					

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 by Date

Signed (Claimant)

Authorised (Authorised Signatory)

Date authorised

Totals for each Expenditure Code			Mileage Rates	
Item	Code	£		
Mileage	3301		miles at	p
Train / Bus / Taxi	3501		miles at	p
Subsistence	4701		miles at	p
TOTAL			PAYABLE	

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.