Sheet 3 of 3

MEMBERS

WYRE FOREST DISTRICT COUNCIL

Payroll No. .....

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

Reg. No. .....

NAME S J CLEE (BLOCK LETTERS)

Division ..... C.C. Rating .....

Make & Model of car .....

If car changed since previous claim state date .....

Date 2012	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 £
12/7					602	B/F				
12/7					10	Legal Docs SOS ✓				
14/7					12	DUKE HORSE - Code of Conduct training				
15/7					12	Comm Society Conclet ✓				
17/7					48	Mayor of Districts Civic Service ✓				
20/7					10	Legal Docs & Correspondence ✓				
26/7					44	Worcester MAYORS BALL ✓				
30/7					10	PARISH Chairman Meeting SOS ✓				
2/8					10	OPENING TENDERS ✓				
					10	Legal Docs SOS ✓				

WYRE FOREST DISTRICT COUNCIL
1 - AUG 2012
RESOURCES DIRECTORATE

PAID
August 2012

Miles 768 ✓

C/F

Total Subsistence, etc. 13-

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 2/8/2012

Totals for each Expenditure Code

Item	Code	£	p	
Mileage	3301	307	20	
Train / Bus / Taxi	3501			
Subsistence	4701	13	10	
TOTAL		320	30	=

Mileage Rates

		£
768	miles at 40 p	307
	miles at p	
	miles at p	
	PAYABLE	320

Signed ..... (Claimant)

Authorised ..... (Authorised Signatory)

Date authorised .....

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