

WYRE FOREST DISTRICT COUNCIL

Reg. No. 1

Travelling and Subsistence Claim for month ending July 2012 Make & Model of car Mini Cooper D

Payroll No. John Cameron Division Council C.C. Rating 10

if car changed since previous claim state date.

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.	Amount	£
18/6/12	SOS	Kunst			5	Briefing Men Harrison ✓					
19/6/12	Kunst	SOS			10	Group leaders ✓					
20/6/12	"	"			10	Council ✓					
25/6/12	"	"			5	Ian Miller ✓					
28/6/12	"	"			8	Lunch LDO with SOS E.P.R.ies ✓					
28/6/12	"	"			4	Catmet / car ✓					
2/7/12	"	"			10	Ian Miller / So Dog Staff ✓					
3/7/12	"	"			4	Mike Parker / Peter Nichols ✓					
6/7/12	"	"			10	Ian Miller ✓					
9/7/12	"	"			38	Wore leaders ✓					
10/7/12	"	"			10	Group leaders ✓					
13/7/12	"	"			47	Shairstone Grant ✓					
16/7/12	"	"			4	Mike Parker ✓					
18/7/12	"	"			36	Wore WEP ✓					
24/7/12	"	"			4	So Dog Staff ✓					
25/7/12	"	"			10	Ian Miller & CMJ ✓					
27/7/12	"	"			10	Ian Miller ✓					
					Miles 387.						

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	154	80
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		154	80

Mileage Rates

	£	p
387 miles at 40p	154	80
miles at p		
miles at p		
PAYABLE	154	80

Signed _____ (Claimant)

Authorised _____ (Authorised Signatory)

Date authorised _____

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.