

WYRE FOREST DISTRICT COUNCIL

Reg. No. 29 2012 Make & Model of car:

Travelling and Subsistence Claim for month ending 29 2012

C.C. Rating 18.00

If car changed since previous claim state date

Payroll No. Paul Hardiman
NAME: (BLOCK LETTERS) (Cable: HWS) Division

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount	
	From	To	From	To			From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	p	£
8.2.12	WYRE	CIVIC CENTRE			10	SPECIAL SERVING MEETINGS						
9.2.	DUKE HOUSE				4	SERVING COM.						
10.2.	BENBYEY				4	Parsonage Site Visit						
14.2.	DUKE HOUSE				4	Planning COM.						
22.2.	CRAM EXCHANGE				4	Plans. NHS RENEW						
24.2.	CENETARY				4	CENETARY MEETING DEBATE						
29.2.	CIVIC CENTRE				10	Exec Council						
				<i>[Signature]</i>								
				Miles 400								
							MAYRE FOREST DISTRICT COUNCIL					
							5 JUL 2012					
							RESOURCES DIRECTORATE					
							July 2012					

Total Subsistence, etc.

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	16	00
Train / Bus / Taxi	35010		00
Subsistence	47010		
TOTAL		16	00
		40	16 00
		miles at	p
		miles at	p
		PAYABLE	16 00

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: (Authorised Signatory)
 Authorised: (Authorised Signatory)
 Date authorised: 27.7.12

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 31st July 2012.