April

(3)

MEMBERS

WYRE FOREST DISTRICT COUNCIL

Travelling and Subsistence Claim for month ending 30 - 4 - 2012

Payroll No.

NAME IAN HARDIMAN
(BLOCK LETTERS) (CLLR. H+B.)

Division

C.C. Rating 1800

Reg. No.

Make & Model of car

If car changed since previous claim state date

Date	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
	OMITTED	MARCH	RETURN								
8.3.12	COOKLEY	AND DRAYTON			23	PLANNING SITE VISITS (TWO)					
18.4.12	DUKE	HOUSE				PLANNING COMMITTEE					
27.4	CIVIC	CENTRE			10	LICENSING (SUB) COMM.					

Miles 33

Total Subsistence, etc.

WYRE FOREST DISTRICT COUNCIL
08 MAY 2012
RESOURCES DIRECTORATE

RECEIVED
- 2 MAY 2012
LEGAL & CORPORATE SERVICES WFDC

PAID
MAY 2012

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	13	20
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		13	20

Mileage Rates

		£	p
33	miles at 40 p	13	20
	miles at p		
	miles at p		
	PAYABLE	13	20

Signed ....
(Claimant)

Authorised ....
(Authorised Signatory)

Date authorised 4-5-12

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