

Payroll No. APRIL 2012  
 NAME APRIL 2012  
 (BLOCK LETTERS)

Division Traveling and Subsistence Claim for month ending  
 C.C. Rating 20

WYRE FOREST DISTRICT COUNCIL  
 Make & Model of car Renault  
 If car changed since previous claim state date

Reg. No. WYRE FOREST  
 Make & Model of car Renault

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.	£
28/3	Home	Work			4	SR3 ✓				
29/3	Work	Civic			16	LICENSING ✓				
					14					
<b>PAID</b>										
WYRE FOREST DISTRICT COUNCIL										
9-8 MAY 2012										
RESOURCES DIRECTORATE										

Miles 14

Total Subsistence, etc.

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				Mileage Rates			
Item	Code	£	p		£	p	
Mileage	33010	5	60	14	miles at 40 p	5	60
Train / Bus / Taxi	35010				miles at p		
Subsistence	47010				miles at p		
<b>TOTAL</b>		<b>5</b>	<b>60</b>	<b>TOTAL</b>	<b>PAYABLE</b>	<b>5</b>	<b>60</b>

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 6<sup>th</sup> of the month in which payment is required.