WYRE FOREST DISTRICT COUNCIL

Reg. No. ....

Payroll No. ....

Travelling and Subsistence Claim for month ending JAN - APRIL 20 12 Make & Model of car ....

NAME JOHN HOLDEN (BLOCK LETTERS) Division MITTON C.C. Rating 1998 If car changed since previous claim state date..........

Date	Details of Journeys – 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
26/1	SOS	K'Minster	K'Minster	SOS	10	LDF PANEL	8.30	11.30		4	00
9/2	SOS	"	"	"	10	O/VIEW & SCRUTINY	17.30	20.00		4	00
28/2	"	"	"	"	10	AUDIT BRIEFING	3.2?	4.30		4	00
8/3	"	"	"	"	10	O/VIEW & SCRUTINY	17.30	18.30		4	00
12/3	"	"	"	"	10	AUDIT	17.30	20.00		4	00
26/3	"	"	"	"	10	IT OUTLOOK	17.30	20.00		4	00
						BROAD CALL/BAND					
						"				16	66
						"				16	66
						"				16	66
				Miles	60				Total Subsistence, etc.	73	98

PAID June 12

WYRE FOREST DISTRICT COUNCIL 6 - JUN 2012 RESOURCES DIRECTORATE

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	24	00
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		24	00

Mileage Rates

		£	p
60	miles at 40 p	24	00
	miles at p		
	miles at p		
	PAYABLE	24	00

Signed.......... (Claimant)

Authorised.......... (Authorised Signatory)

Date authorised 1·6·12

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.