

3

WYRE FOREST DISTRICT COUNCIL

Reg. No. Make & Model of car.

Travelling and Subsistence Claim for month ending 20.12.2012 MAJKA

Division CONSTRUCTION C.C. Rating

If car changed since previous claim state date.

Payroll No.

NAME TRABEL ANSLOD
(BLOCK LETTERS)

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount		
	From	To	From	To			From	To	£	p			
15/3/12													
	KLDD	8:45AM			30	ACHIEVING BEHAVIOUR							
						CHARGE TRAVEL DAY	9-00	3-00	PARKINS	16	80		
<p>PAID</p> <p>April 12</p> <p>JAMES FOREST DISTRICT COUNCIL</p> <p>2 APR 2012</p> <p>RECEIVED DISTRICT CLERK</p>													
					Miles								
					Miles								
											Total Subsistence, etc.	16	80

I certify that:

- 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.
- 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	12	00		30	miles at	40p	12	00
Train / Bus / Taxi	35010	16	80			miles at	p		
Subsistence	47010					miles at	p		
TOTAL		28	80	=		PAYABLE		28	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.