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WYRE FOREST DISTRICT COUNCIL

Payroll No. Sjiclee Reg. No. 2012 Make & Model of car. 1900
 NAME Sjiclee Division 1600 C.C. Rating 1900
 (BLOCK LETTERS) Travelling and Subsistence Claim for month ending 2012 if car changed since previous claim state date.

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.	Amount
15-2					264	B/F				
26-2					✓ 12	KIDDERMINSTER TOWNHALL CONCERT				
26-2					✓ 10	SOS - ELIZABETH MILLS REEF				
27-2					✓ 46	REDDITL MAYORS SUPPER				
28-2					✓ 10	IPAN MILLS MEETING				
28-2					✓ 12	KIDDERMINSTER TOWNHALL AM				
29-2					✓ 12	KIDDERMINSTER F. MILLS DINNER PM				
5-3					✓ 10	WFDC - COUNCIL				
9-3					✓ 10	Signing legal docs				
9-3					✓ 10	DOC Signing SOS				
10-3					✓ 12	KIDDERMINSTER CONCERT PM				
11-3					✓ 12	TOWNHALL CONCERT				
12-3					✓ 88	Sherborne Chairman Civic Service				
12-3					✓ 10	TENDER OPENING CIVIC				
					Miles	518				

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	3301	207	20
Train / Bus / Taxi	3501	4	90
Subsistence	4701		
TOTAL		202	10

Total Subsistence, etc.		Mileage Rates	
£	p	£	p
518			
		miles at 40 p	207
		miles at p	20
		miles at p	
		PAYABLE	212
			10

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 [Signature] Date: 13/3/2012
 Signed: [Signature] Authorised: [Signature]
 (Claimant) (Authorised Signatory)

Date authorised: 13/03/2012
 Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.