WYRE FOREST DISTRICT COUNCIL

Payroll No. 2 — Travelling and Subsistence Claim for month ending NOV/JAN/FEB 20.... — Reg. No. [illegible]

NAME (BLOCK LETTERS) ANDREW BUCKLEY — Division ..... C.C. Rating ..... — If car changed since previous claim state date ..... — Make & Model of car ....

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
10/11/12	HOME	DUDLEY			4	TREASURY MANAGEMENT ✓					
30/11/12	"	CIVIC			10	COUNCIL ✓					
21/1/12	"	"			10	COUNCIL ✓					
30/1/12	"	"			10	SCRUTINY SPECIAL ✓					
13/2	"	"			10	LICENSING ✓					
29/2	"	"			10	FULL COUNCIL ✓					
									WYRE FOREST DISTRICT		
									5 MAR 2013		
									RESOURCES DIREC		
						(2)					
							PAID	MAR 13			
					Miles 54 ✓				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

Item	Code	£	p
Mileage	33010	~~PAID~~ 23	60 ~~20~~
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		~~PAID~~ 23	60 ~~20~~

Mileage Rates

		£	p
54	miles at 40 p	~~PAID~~ 23	60 ~~20~~
	miles at p		
	miles at p		
=	PAYABLE	~~PAID~~ 23	60 ~~20~~

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