MEMBER

# WYRE FOREST DISTRICT COUNCIL

Payroll No.

NAME K PROSSER (BLOCK LETTERS)

Travelling and Subsistence Claim for month ending FEBRUARY 2012

Division HRB

C.C. Rating 2995

Reg. No.

Make & Model of c

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 | Subsistence and other expenses: State: Rail fare, Parking Fee, Breakfast, Lunch, etc. | Amount £ | Amount p |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 21 | HOME | County Hall Citizenship Ceremony | VICE CHAIR | | 40 | | | | | | |

WYRE FOREST DISTRICT COUNCIL
5 - MAR 2012
RESOURCES DIRECTORATE

Paid Mar 12

Miles 40

CODE R600 37010

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 | 16 | 00 |
| Train / Bus / Taxi | 35010 | | |
| Subsistence | 47010 | | |
| TOTAL | | 16 | 00 |

Mileage Rates

| | | £ | p |
|---|---|---|---|
| 40 | miles at 40 p | 16 | 00 |
| | miles at p | | |
| | miles at p | | |
| | PAYABLE | 16 | 00 |

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 ...*