

5

WYRE FOREST DISTRICT COUNCIL

Reg. No.

2012

Make & Model of car

Travelling and Subsistence Claim for month ending

1900

If car changed since previous claim state date

Payroll No.

S. Clee

Division 1600

C.C. Rating

Date	Details of Journeys		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	Amount	
	Description	From			To	From		To	£
20/2									
16/1			10	Chairman Post / Council meeting					
19/1			12	Meeting Leyland Fox C.A.C.S					
20/1			44	Bishop of Worcester Reception					
23/1			10	Doc Signing Civic					2-40
24/1			10	WFDC Council Meeting					
29/1			10	Civic Dick WHITTINGTON					
3/2			12	Holocaust Memorial Service					
8/2			24	Charterday Meeting Kidderminster Policy Investments					
9/2			10	Civic - SOS Wharf Opening					
9/2			12	IT Meeting Kidderminster (Am)					
14/2			10	Civic Legal Docs					
16/2			44	Worcester MAYORS BALL					
17/2			10	LEGAL DOCS Signing					2-50
21/2			10	Wyre Forest Dance Festival					
24/2			12	Kidderminster TOWN HALL					
24/2			12	OPENING NEW CEMETARY					
24/2			12	KIDDERMINSTER CHAIRMAN'S DINNER					
			Miles 264						
							Total Subsistence, etc.	4	90

PAID

April 2

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

19/8/2012

Signed (Claimant)

Authorised (Authorised Signatory)

Date authorised

Totals for each Expenditure Code

Item	Code	£	p
Mileage	3301		
Train / Bus / Taxi	3501		
Subsistence	4701		
TOTAL			=

Mileage Rates		£	p
	miles at		
	miles at		
	miles at		
	PAYABLE		

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.