MEMBER

WYRE FOREST DISTRICT COUNCIL

Payroll No. ..... Travelling and Subsistence Claim for month ending JANUARY 2012 Reg. No. .....

NAME K. ROSSER Division ..... C.C. Rating 2995 Make & Model of car .....

(BLOCK LETTERS) If car changed since previous claim state date .....

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Subsistence and other expenses			
	Description		Mileometer				Time Absent		State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
	From	To	From	To			From	To		£ p
24/1	KIDD	WORCESTER VICE CHAIRMAN			40	CITIZENSHIP CEREMONY				
									PAID Feb 12	
									WYRE FOREST DISTRICT COUNCIL - 7 FEB 2012 RESOURCES DIRECTORATE	
				Miles	40				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 hold 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 40p	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 required.