

WYRE FOREST DISTRICT COUNCIL

Travelling and Subsistence Claim for month ending 31/01/2017 Reg. No. SA11
 Division C.C. Rating Make & Model of car Seat
 if car changed since previous claim state date 20/12/16

Payroll No. 3 CAMPION
 NAME: CAMPION
 (BLOCK LETTERS)

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount	
	From	To	From	To			From	To	£	p	£	p
6/12/16	Kiminston	Kiminston			✓4	Cab/CMT						
7/12/16	"	"			✓4	Meeting Ken Harrison						
7/12/16	"	SOS			✓4	Lacy Bennett						
8/12/16	"	Kiminston			✓4	Saba Bennett						
12/12/16	"	£8			✓4	Low Miles / WF20						
12/12/16	"	SOS			✓10	Meeting Gore CAC / IM						
13/12/16	"	Kiminston			✓4	Ian Miller / Define Purpose						
14/12/16	Wors	Braham			✓47	GT Braham LEP / IM						
5/1/17	Kiminston	Kiminston SOS			✓18	Corporate Briefing						
6/1/17	"	Kiminston			✓4	Corporate Briefing						
6/1/17	"	SOS			✓10	Penny Williams						
9/1/17	"	London			✓65	LGA Economic Growth Event						
10/1/17	"	Kiminston			✓4	Group Leaders						
11/1/17	"	Worcester			✓38	Shenstone Group						
WYRE FOREST DISTRICT COUNCIL					Miles	218	Total Subsistence, etc.		184	00		

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 pre-arranged by the DIRECTORATE
 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 7 FEB 2017

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	87	20
Train / Bus / Taxi	35010	184	00
Subsistence	47010		
TOTAL		271	20

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TOTAL		271	20

Signed [Signature] (Claimant)
 Authorised [Signature] (Authorised Signatory)
 Date authorised [Date]

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.