WYRE FOREST DISTRICT COUNCIL

Reg. No. ...

Payroll No. ....

Travelling and Subsistence Claim for month ending 31.1.2012

Make & Model of car:

NAME IAN HARDIMAN (BLOCK LETTERS) (CLLR. H+B)

Division ..... C.C. Rating 1800

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	Subsistence and other expenses: Time Absent From	Time Absent To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £
10.1.12	DUKE HOUSE				✓ 4	PLANNING COMM				
19.1.12	"	"			✓ 4	MEMBERS FORUM				
25.1.12	COUNTY HALL WORCESTER				✓ 34	ROLE OF ELECTED MEMBER - SEMINAR				
26.1.12	CIVIC C. S-O-S.				✓ 10	SPECIAL FINAL COUNCIL / SEMINAR				
30.1.12	CIVIC C. S-O-S.				✓ 10	SPECIAL SCRUTINY COMM. MEETING				
~~31.1.12~~	~~CIVIC C. S-O-S~~				~~10~~	~~CABINET MEETING~~				
								Paid Mar 12		

WYRE FOREST DISTRICT COUNCIL
29 FEB 2012
RESOURCES DIRECTORATE

Miles 62

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	24	80
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		24	80

Mileage Rates

		£	
62	miles at 40p	24	8
	miles at p		
	miles at p		
=	PAYABLE	24	8

Signed ..... (Claimant)

Authorised ..... (Authorised Signatory)

Date authorised 28.2.12