WYRE FOREST DISTRICT COUNCIL

Reg. No. .....

'ayroll No. .....

Travelling and Subsistence Claim for month ending NOV/DEC 2011

Make & Model of car .....

IAME JOHN HOLDEN (BLOCK LETTERS)

Division ..... C.C. Rating 1998

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 £	Amount p
2 NOV	~~SOS~~	~~K/MINSTER~~	~~K/M~~	~~SOS~~	~~10~~	~~SCRUTINY~~	~~17.30~~	~~20.30~~		~~4~~	~~00~~
1 DEC	"	"	"	"	✓ 10	SCRUTINY	17.30	20.30		~~4~~	~~00~~
2 DEC	"	"	"	"	✓ 10	AUDIT	17.00	19.30		~~4~~	~~00~~
NOV						BROADCAR/BAND				16	66
DEC						" "				16	66
									PAID MAR 12		
										33	32
				Miles	20				Total Subsistence, etc.	~~[illegible]~~	

WYRE FOREST DISTRICT COUNCIL
29 FEB 2012
RESOURCES DIRECTORATE

certify that :

) the above details are a correct record of official journeys, and that xpenditure has actually been incurred on subsistence claimed and this as not been previously reimbursed.

) During the period of this claim, the vehicle was insured, official use was specified n the insurance certificate * and I held a current driving licence, I have neither done or 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	8	00
Train / Bus / Taxi	35010		
Subsistence	47010	33	32
TOTAL		41	32

Mileage Rates

		£	p
20	miles at 40 p	8	00
	miles at p		
✓	miles at p		
=	PAYABLE	41	32

Signed ..... (Claimant)

Authorised (Authorised Signatory) .....

Date authorised 28 · 2 · 12

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.