

**WYRE FOREST DISTRICT COUNCIL**

Reg. No. ....

Travelling and Subsistence Claim for month ending 31st SEPT 2011 Make & Model of car: .....

Payroll No: .....  
 NAME ARTHUR BUCKLEY  
 (BLOCK LETTERS)

Division: ..... C.C. Rating: .....

If car changed since previous claim state date: .....

Date	Details of Journeys		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To			From	To	State, Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
1/9	WYRE	CIVIC	10	LICENCING				
7/9	"	CIVIC	10	LICENCING				
8/9	"	DUKE	14	SCRUTINY				
8/9	"	"	14	TREASURY MANAGER				
11/9	"	QUIC	10	LICENCING				
11/9	"	"	10	SCRUTINY (TRAVEL)				
22/9	"	"	10	FULL COUNCIL				
				<b>PAID</b>				
				NOVEMBER 11				
								Total Subsistence, etc.

Totals for each Expenditure Code

Item	Code	£	p
Mileage	33010	23	20
Train / Bus / Taxi	35010		
Subsistence	47010		
<b>TOTAL</b>		<b>23</b>	<b>20</b>

Mileage Rates

	£	p
58 miles at 40 p	23	20
miles at p		
miles at p		
<b>PAYABLE</b>	<b>23</b>	<b>20</b>

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: .....

Signed: ..... Date authorised: .....  
 (Claimant) (Authorised Signatory)

**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 6<sup>th</sup> of the month in which payment is required.