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MEMBERS

WYRE FOREST DISTRICT COUNCIL
 Travelling and Subsistence Claim for month ending NOV 2011
 Reg. No. _____ Make & Model of car _____
 Division C11 C.C. Rating 1000 if car changed since previous claim state date _____
 NAME J CAMPBELL
 (BLOCK LETTERS)

Date	Description		Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount £ p
	From	To					From	To	State Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	
4/12/11	Kinross	SOS			10	Meeting Revy Williams/Resident					
4/11/11	Kinross	SOS			10	Corporate Briefing					
10/11/11	Kinross	SOS			12	Corporate Briefing					
12/11/11	WDC				38	WDC Leaders Briefing					
11/11/11	WDC				10	Group Leaders WYFA IIA					
15/11/11	WDC				14	WDC Forward					
23/11/11	WDC				10	Group Leaders with IM					
24/11/11	WDC				10	Donating St-Briefing					
28/11/11	Kinross	SOS			10	Briefing for WDC					
30/11/11	WDC				10	Council					
					Miles		PAID				
							DEC 11				

WYRE FOREST DISTRICT COUNCIL
 6 - DEC 2011
 RESOURCES DIRECTORATE

Total Subsistence, etc. _____ Miles 386

Totals for each Expenditure Code			Mileage Rates	
Item	Code	£	p	
Mileage	38010			miles at 40p 154 40
Train/Bus/ Taxi	35010			miles at p
Subsistence	47010			miles at p
TOTAL		154	40	PAYABLE 154 40

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 [Signature] (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.