

WYRE FOREST DISTRICT COUNCIL

Payroll No. 51 **CIEF** Travelling and Subsistence Claim for month ending 20 Dec 2011 Make & Model of car 1900  
 NAME (BLOCK LETTERS) 51 CIEF Division 1900 O.C. Rating 1900 If car changed since previous claim state date 20 Dec 2011  
 Reg. No. 5

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses			
	From	To	From	To			From	To	State Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount	£	p
12-10					✓ 10	SOS - Legal Briefings						
13-10					✓ 12	IT. LAPOSTOLIS						
14-10					✓ 12	IT. LAPOSTOLIS						
18-10					✓ 10	SOS Doc Signing (AM)						
18-10					✓ 12	Meeting Mike Parker						
19-10					✓ 10	SOS Doc Signing Am						
20-10					✓ 10	Quic Cadra Meeting For						
21-10					✓ 4	GUYSEY Gossett's Meeting						
21-10					✓ 4	Northwood Law Plaza - MEETING						
31-10					✓ 12	ME Communal Planning & Awards						
4-11					✓ 10	DOC Signing SOS						
7-11					✓ 14	LINCOLN CATHEDRAL						
7-11					✓ 12	TOILET CATHEDRAL VISIT						
8-11					✓ 12	KIDDERMINSTER - BEDON VILLEY SYSTEM						
9-11					✓ 10	CATHEDRAL VISIT						
10-11					✓ 10	CATHEDRAL VISIT						

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 Postness car insurance checked by 11 Date 11

Item	Code	£	p	£	p
Mileage	3301			miles at	p
Taxi / Bus / Taxi	3501			miles at	p
Subsistence	4701			miles at	p
<b>TOTAL</b>				<b>PAYABLE</b>	

Totals for each Expenditure Code: **PAID** **AND TOP** **PAID** **DEC 11**

Signed 1 (Claimant) Authorised 1 (Authorised Signatory) Date authorised 11

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.