

4

Memoranda

WYRE FOREST DISTRICT COUNCIL
 Travelling and Subsistence Claim for month ending NOV
 Reg. No. Make & Model of car.
 Division 1600 C.C. Rating 1980
 If car changed since previous claim state date.

Date	Details of Journeys		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount	
	From	To			From	To	£	p	£	p
20/11			20.6							
11/11			✓10	Civic Legal Docs (Inneth)						
13/11			✓12	Kiddy Library - Concert						
15/11			✓12	KIDDY Remembrance Service						
15/11			✓6	Widderhall Remembrance Service						
16/11			✓10	Civic Choir Sandon Colliery						
17/11			✓44	Widderhall St. Peter's Ambros						
18/11			✓10	Civic Fest & Christmas Choir						
18/11			✓10	Civic Doc Signing						
18/11			✓12	ITC Dept Kiddy						
19/11			✓12	W.F. Young Voices Concert Kiddy						
20/11			✓12	Coronation Gardens Liddon Master						
22/11			✓12	ST Ambroses - 8:30 PEACE						
25/11			✓10	Civic Chairman/Parish Council						
25/11			✓10	Civic Remembrance Letter						
26/11			✓10	S.O.S. T.C. Lights Switcher						
28/11			✓12	Coral Society Concert						
			✓12	CEMETERY VISIT PC'S						
			Miles	422						

PAID

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Total Subsistence, etc.

Totals for each Expenditure Code

Item	Code	£	p
Mileage	3301	168	80
Train / Bus / Tax	3501		
Subsistence	4701		
TOTAL		168	80

Mileage Rates		£	p
422	miles at p	168	80
	miles at p		
	miles at p		
	PAYABLE	168	80

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 tax insurance checked by: _____ Date: _____

30/11/11

Signature (Claimant)

Authorised (Authorised Signatory)

Date authorised

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