

MEMBERS

WYRE FOREST DISTRICT COUNCIL

Reg. No. -

Travelling and Substance Claim for month ending November 2011

Make & Model of car:

Payroll No. I. Williams

Division

C.C. Rating 2000

If car changed since previous claim state date N/A

NAME I. Williams
(BLOCK LETTERS)

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Substance and other expenses		Amount	
	From	To	From	To			From	To	Shire, Rail fare, Parking Fec, Breakfast, Lunch, etc.	£	p	£
3.10.11	Speke	Marsden Hills Co.	7910	7958	48	Chair (w/ee Sunday Meeting @ Malvern (Leight Passengers)	8:30am	7:30pm				
PAID												
RESOURCES DIRECTORATE												
WYRE FOREST DISTRICT COUNCIL												
\$ - DEC 2011												
DEC 11												
Total Substance, etc.												

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: _____

Item	Code	£	p
Mileage	3301		
Train / Bus / Taxi	3501		
Substance	4701		
TOTAL			

Item	£	p
48 miles at 40 p	19	20
48 miles at 5 p	2	40
48 miles at p		
PAYABLE		

Signed _____
(Chairman)

Authorised _____
(Authorised Signatory)

Date authorised _____

21.607 ✓

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

(8)