

WYRE FOREST DISTRICT COUNCIL

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Payroll No. 5 - DEC Regaling and Subsistence Claim for month ending 20 Make & Model of car. Merrim  
 NAME C. Spencer Division Urb. & Hall C.C. Rating  
 RESOURCES DIRECTORATE

Date	Description		Miles	Purpose and Passengers Carried		Time Absent		Subsistence and other expenses States Rail fare, Parking Fees, Breakfast, Lunch, etc.	Amount
	From	To		From	To	From	To		
9/28/11	Beardley	Kiddler	18	D.C. Planning	6-00	6-00			
9/29/11	Beardley	Kiddler	10	Planning Site Visit Sandy Lane	9-30	11			
9/30/11	Beardley	Kiddler	18	D.C. Planning	6-00	9-00			
10/1/11	Beardley	Kiddler	18	Site Visit	6-00	7-00			
10/2/11	Beardley	Kiddler	10	Full Report		48			
10/3/11	Beardley	Kiddler	11	Planning Site Visit					
10/4/11	Beardley	Kiddler	10	Planning Committee					
10/5/11	Beardley	Kiddler	18	Planning P.S.					
10/6/11	Beardley	Kiddler	18	Planning P.S.					
10/7/11	Beardley	Kiddler	18	Planning P.S.					
10/8/11	Beardley	Kiddler	18	Planning P.S.					
10/9/11	Beardley	Kiddler	18	Planning P.S.					
10/10/11	Beardley	Kiddler	18	Planning P.S.					
10/11/11	Beardley	Kiddler	18	Planning P.S.					
10/12/11	Beardley	Kiddler	18	Planning P.S.					
10/13/11	Beardley	Kiddler	18	Planning P.S.					
10/14/11	Beardley	Kiddler	18	Planning P.S.					
10/15/11	Beardley	Kiddler	18	Planning P.S.					
10/16/11	Beardley	Kiddler	18	Planning P.S.					
10/17/11	Beardley	Kiddler	18	Planning P.S.					
10/18/11	Beardley	Kiddler	18	Planning P.S.					
10/19/11	Beardley	Kiddler	18	Planning P.S.					
10/20/11	Beardley	Kiddler	18	Planning P.S.					
10/21/11	Beardley	Kiddler	18	Planning P.S.					
10/22/11	Beardley	Kiddler	18	Planning P.S.					
10/23/11	Beardley	Kiddler	18	Planning P.S.					
10/24/11	Beardley	Kiddler	18	Planning P.S.					
10/25/11	Beardley	Kiddler	18	Planning P.S.					
10/26/11	Beardley	Kiddler	18	Planning P.S.					
10/27/11	Beardley	Kiddler	18	Planning P.S.					
10/28/11	Beardley	Kiddler	18	Planning P.S.					
10/29/11	Beardley	Kiddler	18	Planning P.S.					
10/30/11	Beardley	Kiddler	18	Planning P.S.					
10/31/11	Beardley	Kiddler	18	Planning P.S.					

EMMACHAVON DISTRICT COUNCIL  
 V.A.T. No. 276 0950 GB  
 PLATE NUMBER ON THIS ASSIGNED THIS START UP  
 PAID UNTIL 15th JAN 11  
 150 £2.00 BANK JAG  
 DROUGHTON ST PAVANE  
 LONG STRY CRRPARK  
 13:50 111123

Item	Code	£	p	Mileage Rates	£	p
Mileage	38010	176	40	miles at	176	40
Train / Bus / Taxi	35010			miles at		
Subsistence	47010	12	00	miles at		
<b>TOTAL</b>		<b>188</b>	<b>40</b>	<b>PAYABLE</b>	<b>188</b>	<b>40</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 (Claimant) \_\_\_\_\_  
 Date authorised \_\_\_\_\_  
 Authorised (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.