

Payroll No. K. PROPPER **WYRE FOREST DISTRICT COUNCIL** Reg. No. 2011
 NAME (BLOCK LETTERS) K. PROPPER **Travelling and Subsistence Claim for month ending** OCTOBER Make & Model of car:
 Division C.C. Rating If car changed since previous claim state date:

Date	Details of Journeys		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To			From	To	States, Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
1	HOME	WYRE FOREST	✓ 4	TALKING NEWSPAPER AGM				
2	HOME	WYRE FOREST	✓ 5	FUN RUNS W BLK				
14	HOME	WYRE FOREST	✓ 22	SURCH MAYORS BARS DANCE				
				WYRE FOREST DISTRICT COUNCIL				
				2 NOV 2011				
				RESOURCES DIRECTORATE				
				PAID				
				NOVEMBER 11				
				Miles 31				

VICE CHAIRMAN

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	12	40
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		12	40

Totals		Mileage Rates	
Item	Code	£	p
Mileage	33010	31	40
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		31	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 (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.