

Payroll No. **3 CAMPION** Reg. No. **WYRE FOREST DISTRICT COUNCIL**
 NAME **3 CAMPION** Travelling and Subistence Claim for month ending **Oct** Make & Model of car.....
 Division **CLLR** C.C. Rating **1600 cc** If car changed since previous claim state date.....
 2011

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
28/10	Kminster	SOS			10	COUNCIL				
30/10	Kminster	Kminster			4	SOC Presentation				
31/10	Kminster	SOS			10	Meeting re Manor Farm				
6/11	Kminster	Kminster			4	WF Farmward				
6/11	Kminster	SOS			10	Caroline Newlands re SOS Facilities				
11/11	Kminster	Kminster			4	Trangston meeting Board				
14/11	Kminster	15/11			1	6/11/11 re P board meeting				
17/11	Kminster	Kminster			5	WF Matters Board				7 50
18/11	"	SOS			10	WF Matters Board WF Matters Board				
24/11	"	SOS			10	Jan Miller re Manor				
25/11	"	SOS			4	WF Farmward				
27/11	"	Kminster			4	WF Member Briefing				
31/11	"	SOS			10	Meeting with Jan Miller				
					Miles					
					85					

WYRE FOREST DISTRICT COUNCIL
 2 - NOV 2011
 RESOURCES DIRECTORATE

PAID
 NOVEMBER 11

Total Subsistence, etc.	7 50
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Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	34	00
Train / Bus / Taxi	35010		
Subsistence	47010	7	50
TOTAL		41	50

of official journeys, and that on subsistence claimed and this vehicle was insured, official use was specified a current driving licence, I have neither done or invalidate the said insurance.
 Insurance checked by..... Date.....

14-OCT-11
 07:51:26266 3446433221
 KIDDERMINSTER
 TICKET
 Description
 Amount £7.50

Authorised..... Date 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 6th of the month in which payment is required.