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MEMBER

WYRE FOREST DISTRICT COUNCIL
 Travelling and Subsistence Claim for month ending 30/09
 Division 1600 C.C. Rating 20
 If car changed since previous claim state date.

Payroll No. SJ Clee
 NAME (BLOCK LETTERS)
 Reg. No. 20
 Make & Model of car

Date	Description		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	Amount	
	From	To			From	To		£	p
20/9	Home	Home	✓10	N.F.C. H. Group AGM					
21/9	Home	Home	✓10	Linda Gillis - Cemetery visit					
21/9	Home	Home	✓10	SOS - online orders					
23/9	Home	Home	✓12	Kiddy Library - Carol Society					
28/9	Home	Home	✓10	Full Council					
29/9	Home	Home	✓12	Service visit					
29/9	Home	Home	✓4	BENTLEY DEN (BOAT)					
3/10	Home	Home	✓50	Hotel Civic Service					
4/10	Home	Home	✓62	Personal Civic Service					
4/10	Home	Home	✓44	Wooler City - Guildhall					
4/10	Home	Home	✓10	SOS - Doc Signing					
5/10	Home	Home	✓10	SOS - Doc Signing					
7/10	Home	Home	✓10	SOS - Doc Signing					
8/10	Home	Home	✓12	MUSIC for you concert					
11/11	Home	Home	✓18	Lawrence's 4 Night stop visits					
			224	o/f					
			Miles 503						

PAID
DEC 11

Total Subsistence, etc.

Totals for each Expenditure Code			Mileage Rates		
Item	Code	£	p	£	p
Mileage	3301	203	20	503	203 20
Train / Bus / Taxi	3501				
Subsistence	4701				
TOTAL		203	20	PAYABLE	203 20

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 area not implemented; checked by _____ Date _____

Signed _____
 (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.