

WYRE FOREST DISTRICT COUNCIL

Reg. No.

Travelling and Subsistence Claim for month ending SEPTEMBER 2011

Make & Model of car

Payroll No. 1
NAME K. ROOPER
(BLOCK LETTERS)

Division

C.C. Rating

If car changed since previous claim state date

Date	Details of Journeys		Mileage	Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To				From	To	State, Rail fare, Parking Fee, Breakfast, Lunch, etc.	£
4/9	KIDD	WESHAM	✓	100	MAYOR RESERVE				
11/9	✓	WESHAM	✓	100	NATURES CIVIC SERVICE				
11/9	✓	WESHAM	✓	100	COMMUNITY CLASSES				
<p>WYRE FOREST DISTRICT COUNCIL</p> <p>RESOURCES DIRECTORATE</p> <p>5 - OCT 2011</p> <p>PAID</p> <p>OCTOBER 11</p>									
				Miles	101 ✓				

Totals for each Expenditure Code

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010	40	40	101	miles at 40 p	40 40
Traffic / Bus / Taxi	35010				miles at p	
Subsistence	47010				miles at p	
TOTAL		40	40		PAVABLE	40 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: _____

Signature (Chairman) _____
 Authorised Signatory (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.