

WYRE FOREST DISTRICT COUNCIL

MEMBERS

Payroll No. ...
 NAME M. SAUNDERS
 (BLOCK LETTERS)

Division ...
 C.C. Rating ...

Travelling and Subsistence Claim for month ending 31st Oct 2011
 Reg. No. ... Make & Model of car ...
 If car changed since previous claim state date ...

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	From	To			Time Absent	Stater, Rail fare, Parking Fee, Breakfast, Lunch, etc.
7th Oct	S. Kelly	Weymouth			13	SITE VISIT PLANNING		
12th		12.50			10	PLANNING		
9th	AVE	12.50			10	PLANNING		
12th		12.50			10	AGT FOS. KIND LIBRARY KATE. NEXT QUADRANT		
5th	SAINT	12.50			10	17th. JUNE NEWS		
9th	SAINT	STOBBLE			4	SITE VISIT SANDYLAND. PLANNING		
13th	SAINT	12.50			10	PLANNING		
29th	SAINT	12.50			10	AVGPT.		
PAID OCTOBER 11 WYRE FOREST DISTRICT COUNCIL RESOURCES DIRECTORATE								
					Miles	77	Total Subsistence, etc.	

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: _____

Item	Code	£	p	Mileage Rates	£	p
Mileage	3301			77	niles at 40 p	3080
Train / Bus / Taxi	3501				niles at p	
Subsistence	4701				niles at p	
TOTAL					PAYABLE	3080

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.