

members

WYRE FOREST DISTRICT COUNCIL

Travelling and Subsistence Claim for month ending 31 Aug 2011 Reg. No. _____ Make & Model of car _____

Payroll No. _____ Division _____ C.C. Rating _____

NAME John Carrington (BLOCK LETTERS)

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	Start: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount	
2/11/11	Kimster	SOS	10 ✓	Briefing van mile					
29/10/11	Kimster	Northon	41 ✓	Waste Exam David Buckland					
5/11/11	Kimster	SOS	10 ✓	Corporate Briefing					
7/11/11	Kimster	SOS	10 ✓	LOF Forward					
12/11/11	Kimster	Bihan	40 ✓	COM Council's AGM				2 50	
14/11/11	Kimster	Kimster	3 ✓	Corp Brief @ Board of 10 new leaders Board @ De Koffe					
16/11/11	Kimster	SOS	10 ✓	Recycle Board					
15/11/11	Kimster	SOS	10 ✓	Pre Council Meeting					
18/11/11	Kimster	Kimster	4 ✓	Appointment / Appeal Panel					
19/11/11	Kimster	Kimster	4 ✓	Cabinet					
22/11/11	Kimster	from Worcester	38 ✓	Worcestershire headers					
				PAID					
				Aug 11					
				WYRE FOREST DISTRICT COUNCIL					
				- 3 AUG 2011					
				RESOURCES DIRECTORATE					
							Total Subsistence, etc.		2 50

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	33010	72	00
Train / Bus / Taxi	35010		
Subsistence	47010	2	50
TOTAL		74	50

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.