

MEMBERS

Reg. No.

WYRE FOREST DISTRICT COUNCIL

NAME IAN HEDDORN

Division

Travelling and Subsistence Claim for month ending

20

Make & Model of car

(BLOCK LETTERS) CONNELL 19-8

Division

C.C. Rating

If car changed since previous claim state date

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Subsistence and other expenses		Amount
	Description	Mileometer	From	To			From	To	
3.8.11	DIKE House				34	FOCUS GROUP			
9.8.11	"				14	Planning Com.			

PAID

OCTOBER 11

WYRE FOREST DISTRICT COUNCIL
 4 - OCT 2011
 RESOURCES DIRECTORATE

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	33010	3	20
Train / Bus / Taxi	35010		
Subsistence	47010		
TOTAL		3	20

Miles	PAVABLE	£	P
8 miles at 40 p		3	20
miles at p			
miles at p			
TOTAL		3	20

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.