

WYRE FOREST DISTRICT COUNCIL

Reg. No. ...

Travelling and Subsistence Claim for month ending **31 August** 2011. Make & Model of car: ...

Payroll No: ...
 NAME: **K. H. ROOPER**
 (BLOCK LETTERS)

Division: **H - B** C.C. Rating: ...

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	Mileometer			From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	£
23	HONE	ROBERT HALL	N1320	37	CITIZENSHIP AWARDS				
REPAID									
OCTOBER 11									
WYRE FOREST DISTRICT COUNCIL									
RESOURCES DIRECTORATE									
4 - OCT 2011									
				Miles	37				

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.

Item	Code	£	p	Mileage Rates	£	p
Mileage	33010	14	00	37	miles at 40p	14 80
Train / Buses / Taxi	35010				miles at p	
Subsistence	47010				miles at p	
TOTAL		14	00		PAYABLE	14 80

* An annual check of business-use car insurance checked by: ... Date: ...

Signed: _____ (Chairman) Signed: _____ (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.