

WYRE FOREST DISTRICT COUNCIL

Travelling and Subsidence Claim for month ending July 2011

Reg. No. 12345678

Payroll No. SJCTee Division 1600 C.C. Rating
Make & Model of car
if car changed since previous claim state date.

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Time Absent		Subsidence and other expenses		Amount
	Description	Mileometer		From			To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	p	
3/8	Home	From	To	SOS	10	Document signing					
3/8	Home	From	To	Kiddy	12	HUSUM Dinner - MILL ST.					
					214	BIF					
[Signature]											
PAID											
Sept 11											
					Miles	236			Total Subsidence, etc.		

WYRE FOREST DISTRICT COUNCIL
18 AUG 2011
RESOURCES DIRECTORATE

Item	Code		Expenditure Code		Mileage Rates	
	£	p	£	p	£	p
Mileage	94	40			236	miles at 40p
Train / Bus / Taxi						miles at p
Subsidence						miles at p
TOTAL	94	40	=	=	94	PAYABLE 40

Totals for each Expenditure Code			
Item	Code	£	p
Mileage	3301	94	40
Train / Bus / Taxi	3501		
Subsidence	4701		
TOTAL		94	40

I certify that:
a) the above details are a correct record of official journeys, and that expenditure has actually been incurred on subsidence 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: 6/8/11
Authorised: (Authorized 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.