

MEMBERS

WYRE FOREST DISTRICT COUNCIL

Payroll No. _____ Reg. No. _____
 NAME G. HARRINGTON Travelling and Subsistence Claim for month ending 20 Make & Model of car. _____
 (BLOCK LETTERS) Division WYRE FOREST C.C. Rating _____ If car changed since previous claim state date _____

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To	From	To			From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	£
8-5-11	Bewdley	Evesham			16.8	Mayor of Evesham Refresher Dinner				
9-5-11	Bewdley	Evesham			16.8	Annual Mayor Making Chairman				
10-5-11	Bewdley	S.O.S			11.0	The Council Meeting Chairman				
10-5-11	Bewdley	S.O.S			11.0	Group leader Chairman				
13-5-11	Bewdley	Kidder			18	Bewdley Mayor Making Chairman				
15-5-11	Bewdley	Evesham			16.8	All School Church Choir Service Chairman				
17-5-11	Bewdley	Kidder			18	Kidder town hall Youth Make Hygiene Chairman				
18-5-11	Bewdley	S.O.S			11.0	Full Council				
19-5-11	Bewdley	Kidder			18	Planning Site Visit				
19-5-11	Bewdley	Kidder			18	D.C Planning				
2-6-11	Bewdley	Kidder			18	Overview + Spelling Committee				
					168					
					Miles					

PAID

June 2011
 Total Subsistence, etc.

Totals for each Expenditure Code

Item	Code	£	p
Mileage	33010		
Train / Bus / Taxi	35010	8.00	37.50
Subsistence	47010		
TOTAL			=

	£	p
2774		109.60
2100	miles at 21.00	96
31	miles at 21.00	13
	PAYABLE	109.60

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)

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.