

Payroll No. V. ROOPER  
 NAME V. ROOPER  
 (BLOCK LETTERS)

Travelling and Subsistence Claim for month ending 31st  
 Division 4 + 10  
 C.C. Rating.

WYRIE FOREST DISTRICT COUNCIL  
 Member  
 Reg. No. 2011  
 Make & Model of car

Date	Details of Journeys		Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To			State, Rail fare, Parking Fee, Breakfast, Lunch, etc.	£
	21st	HERE	136	CITIZENS AWARDS AWARD MAN		
	21st	STATION	8	CP COM 195105101010		

RECEIVED  
 03 JUN 2011  
 MOTORIST

**PAID**

JUNE 2011

From	To	Miles	Total Subsistence, etc.
		144	

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					
Train/Bus / Taxi	35010					
Subsistence	47010					
TOTAL						

Signed, (Claimant)  
 Annual check of fitness-use Car insurance: checked by \_\_\_\_\_ Date \_\_\_\_\_

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 6<sup>th</sup> of the month in which payment is required.