Members

WYRE FOREST DISTRICT COUNCIL Abberley

Travelling and Subsistence Claim for month ending May 20 11

Payroll No. ....

NAME Marcus Hart
(BLOCK LETTERS)

Division Cllr. C.C. Rating..........

Reg. No. ....

Make & Model of car..................

If car changed since previous claim state date..................

Date	Details of Journeys: Description From	Description To	Mileometer From	Mileometer To	Miles	Purpose and Passengers Carried	Time Absent From	Time Absent To	Subsistence and other expenses: State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount £	Amount p
26/05	Home	Civic	Civic	Home	10 ✓	Briefing with Caroline Newland					
31/05	Home	Dukes Hse	Dukes Hse	Home	4 ✓	Thaj Gorrettin Road					
				Miles	14				Total Subsistence, etc.		

WYRE FOREST DISTRICT COUNCIL
18 AUG 2011
RESOURCES DIRECTORATE

PAID
Sept 11

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..................

Totals for each Expenditure Code

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

Mileage Rates

		£	p
14	miles at 40 p	5	60
	miles at p		
	miles at p		
=	PAYABLE	5	60

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.