

WYRE FOREST DISTRICT COUNCIL

Warr Pass

Reg. No. -

Payroll No. H.A. SALTER

NAME (BLOCK LETTERS)

Division

C.C. Rating

Travelling and Subsistence Claim for month ending June

2011

Make & Model of car

If car changed since previous claim state date

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Subsistence and other expenses	
	From	To	Mileometer From	Mileometer To			Time Absent From To	Station: Rail fare, Parking Fee, Breakfast, Lunch, etc.
13/6	S. Paul	K. 37			10	AUDIT TRAINING		
14/6	"	"			10	TRAVELLING		
15/6	"	"			10	LOCAL SEC. TRAVELLING. DICE HOUSE		
29/6	"	"			10	AUDIT		
30/6	"	"			10	SOUTH K. 37 ON T. 2000/35 ZONE DISCOVERY		
<p>PAID</p> <p>WYRE FOREST DISTRICT COUNCIL</p> <p>3 AUG 2011</p> <p>RESOURCE DIRECTORATE</p>								
					Miles	50	Total Subsistence, etc.	

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: _____

Item	Code	£	p	Mileage Rates	£	p
Mileage	3301			50 miles at 40 p	20	00
Train / Bus / Taxi	3501			miles at p		
Subsistence	4701			miles at p		
TOTAL		20	00	PAYABLE	20	00

Signed (Claimant)

Authorised (Authorised 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.