

members

Reg. Nr

WYRE FOREST DISTRICT COUNCIL

Payroll No.

Travelling and Subsistence Claim for month ending MARCH APRIL MAY JUNE JULY AUG SEPT OCT NOV DEC ..... 20.....

NAME ARTHUR BOCKLEY

Make & Model of car.

Division

C.C. Rating

if car changed since previous claim state date

Date	Details of Journeys				Miles	Purpose and Passengers Carried	Time Absent			Subsistence and other expenses			
	Description		Mileometer				From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.		£	Amount	
	From	To	From	To					£	p		p	
10/3	Horns		DUKE		✓	CORPORATE RESOURCES							
18/3	"		"		✓	HIGHWAY FOREST							
21/4	"		"		✓	ETHICS + RESOURCES SUB							
7/4	"		"		✓	COM + RESOURCES SUB							
21/4	"		CIVIC		✓	FULL COUNCIL							
18/5	"		"		✓	RESOURCES DIRECTORATE							
2/6	"		DUKE		✓								
2/7	"		CIVIC		✓								
<b>PAID</b>													
										Total Subsistence, etc.			
										Miles	50		

WYRE FOREST DISTRICT COUNCIL  
 - 3 AUG 2011  
 RESOURCES DIRECTORATE

PAID  
 Sept 11

Totals for each Expenditure Code

Item	Code	£	p
Mileage	33010	30	00
Train / Bus / Taxi	35010		
Subsistence	47010		
<b>TOTAL</b>		<b>20</b>	<b>00</b>

Mileage Rates

	£	p
50 miles at 40p	20	00
miles at		
miles at		
<b>PAYABLE</b>	<b>20</b>	<b>00</b>

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)

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.