

WYRE FOREST DISTRICT COUNCIL

MEMBERS 5.

Payroll No.
 NAME N. DENNARD
 (BLOCK LETTERS)

Division MEMBERS C.C. Rating 3.0

Travelling and Subsistence Claim for month ending JULY 2011 Make & Model of car
 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.	£	p	
12/05/11	HOME	DUKE			10	FULL COUNCIL						
24/05	HOME	GREENST			14	LINDA COLLIS						
02/06	HOME	DUKE			14	CABINET / CMT						
16/06	HOME	DUKE			14	SYLVE FOREST BOARD						
16/06	HOME	DUKE			10	SENIOR CONSULTATION GROUP						
20/06	BLANSGRADE	DUKE			20	DAVID BUCKLAND						
21/06	HOME	DUKE			4	CABINET						
22/06	HOME	DUKE			10	WYRE FOREST DISTRICT COUNCIL						
28/06	HOME	DUKE			10	WYRE FOREST DISTRICT COUNCIL						
05/07	HOME	DUKE			4	FRANSEMANNAU BOARD						
05/07	HOME	DUKE			4	CABINET / CMT						
07/07	HOME	DUKE			10	WYRE FOREST BOARD						
09/07	HOME	DUKE			14	CABINET						
23/07	HOME	DUKE			10	FULL COUNCIL						

WYRE FOREST DISTRICT COUNCIL
 4 - OCT 2011
 RESOURCES DIRECTORATE
PAID

Miles 108 63

OCTOBER 11
 Total Subsistence, etc.

Totals for each Expenditure Code			Mileage Rates	
Item	Code	£	p	Amount
Mileage	33010			£ 20
Train / Bus / Taxi	35010			
Subsistence	47010			
TOTAL				£ 20

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 Authorised
 (Claimant) (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.