

WYRE FOREST DISTRICT COUNCIL

Reg. No. 11 MEMBERS
 Make 20 If car changed since previous claim state date.

Roll No. V HIGGS Division C.C. Rating Travelling and Subsistence Claim for month ending 20 Make for

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses		Amount	
	From	To	From	To			From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	£	p	£
14/9/12	Home	Dix			13.2							
6/9/12	"	Dix			12	Sports & Leisure ✓						
13/9/12	"	Dix			12	S.O.C. ✓						
4/10/12	"	Dix			12	Forum ✓						
8/10/12	"	Circle			4	S.O.C. ✓						
8/11/12	"	w.f. horse			8	Licensing ✓						
9/11/12	Home	Wfu			8	Padding Pool discussion ✓						
13/11/12	"	"			8	Members forum ✓						
						Planning -- (Subri, Wre) ✓						
					Miles							
					308							
					196							

PAID
 DEC 12

Total Subsistence, etc.

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	3301	78	40
Train / Bus / Taxi	3501		
Subsistence	4701		
TOTAL		78	40

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 5.12.12

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.

WYRE FOREST DISTRICT COUNCIL

Reg. No. Make & Model of car

Travelling and Subsistence Claim for month ending 20.....
 Division C.C. Rating
 If car changed since previous claim state date

Payroll No.
 NAME V H WIGGS
 (BLOCK LETTERS)

Date	Details of Journeys		Miles	Purpose and Passengers Carried	Time Absent		Subsistence and other expenses	
	From	To			From	To	State: Rail fare, Parking Fee, Breakfast, Lunch, etc.	Amount
22.5.12	Home	Ditlock	12	Soc. ✓				
23.5.12	"	Civic	4	Notes ✓				
25.5.12	"	Civic	4	Wfbc ✓				
30.5.12	"	Dit.	12	Scrubby briefing ✓				
31.5.12	"	Dit.	12	S.O. ✓				
1.6.12	"	Dit.	12	S.O. ✓				
2.6.12	"	Civic	4	wfbc ✓				
25.6.12	"	"	4	flag carrying ✓				
27.6.12	"	"	4	leasing ✓				
4.7.12	"	Dit.	12	Centre of conduct ✓				
5.7.12	"	Dit.	12	Scrubby ✓				
18.7.12	"	Dit.	12	WTS Meeting ✓				
15.7.12	"	Dit.	12	Members forum ✓				
24.7.12	"	Civic	4	leasing ✓				
25.7.12	"	Civic	4	leasing ✓				
13.8.12	"	Civic	4	leasing ✓				
3.9.12	"	Civic	4	leasing ✓				
			Miles 132					

PAID

 DEC 12

Totals for each Expenditure Code		Mileage Rates	
Item	Code	£	p
Mileage	3301		
Train / Bus / Taxi	3501		
Subsistence	4701		
TOTAL			PAYABLE

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

Signe...
 (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.