

WYRE FOREST DISTRICT COUNCIL

Reg. No.

Payroll No. 1001012 NAME MARCUS HARK Division CL Travelling and Subsistence Claim for month ending 31/12 Make & Model of car ...
 (BLOCK LETTERS) C.C. Rating 2 UK If car changed since previous claim state date: ...

Date	Details of Journeys			Miles	Purpose and Passengers Carried	Subsistence and other expenses		Amount
	From	To	Mileometer			From	To	
04-01-12	Home	Blackburn	Home	10	Planning on site visit			
04-05-12	Home	Orke Hill	Orke Hill	4	Collected Car			
05-01-12	Home	Orke Hill	Orke Hill	4	Meeting with Linda Cullen			
06-01-12	Home	SOS	SOS	10	Collected away diary			
06-01-12	Home	Orke Hill	Orke Hill	4	Swanby Club			
11-01-12	Home	Orke Hill	Orke Hill	4	Planning on site			
12-01-12	Home	Orke Hill	Orke Hill	4	Meeting with Linda Cullen / Marcus Hark			
14-01-12	Home	Veranda	Veranda	40	Leaded glass			
18-01-12	Home	Orke Hill	Orke Hill	4	Collected			
25-01-12	Home	Orke Hill	Orke Hill	4	Collected Marcus Group			
26-01-12	Home	Civic	Civic	10	Full Council			
29-01-12	Home	Wynne	Wynne	20	WFLS			
Miles <u>118</u>								

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)

Item	Code	£	p	Mileage Rates	£	p
Mileage	39010	47	20	118 miles at 40 p	47	20
Train / Bus / Taxi	36010	4	0	miles at p		
Subsistence	47010			miles at p		
TOTAL		51	30	PAYABLE	51	30

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.