

Sheet 1 of 3

WYRE FOREST DISTRICT COUNCIL
 Travelling and Subsistence Claim for month ending 1st Aug 2012
 Reg. No. 151 Make & Model of car

Payroll No. SJ CLEE
 NAME (BLOCK LETTERS)
 Division C.C. Rating

Date 20.12.12
 if car changed since previous claim state date

Date	Description		Mileometer		Miles	Purpose and Passengers Carried	Substance and other expenses	Al
	From	To	From	To				
20.12								
23.8					10	FULL COUNCIL WFDC ✓		
24.5					6	Bendley Olympic Torch Boat ✓		
24.5					12	MAYOR MAKING Kidderminster ✓		
27.5					6.6	Evesham MATTERS Boat Trip ✓		
28.5					10	LEGAL DPCS-SOS ✓		
30.5					10	Legal DPCS & Coroner's ✓		
31.5					44	WORCESTER - ELGAR FESTIVAL ✓		
3.6					8	ROCK CHURCH Jubilee Service ✓		
3.6					2	BENDLEY DIAMOND Jubilee Lunch ✓		
3.6					44	WORCESTER Cathedral Jubilee Service ✓		
4.6					12	Kidderminster Britons Park Jubilee ✓		
7.6					10	Pre-Council Agenda ✓		
10.6					12	MAYOR of Kidderminster Sunday ✓		
12.6					10	LEGAL DPCS SOS ✓		
20.6					10	WFDC - COUNCIL ✓		
22.6					12	Classical Music Concert ✓		
					Miles	<u>238</u> if		

PAID

PAID 010 TOP SHEET
 Total Subsistence, etc. £2

Totals for each Expenditure Code

Item	Code	£	p
Mileage	3801		p
Train / Bus / Taxi	3801		p
Subsistence	4701		p
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 bus/leisure-use car insurance: checked by Date

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.